

Project Name: DVA - Planning & Feasibility Study for Additional Veterans Project #: BI-C-287

Housing at the Rocky Hill Campus

Meeting Type: Other Meeting #: 001

Meeting Description: Study Progress Meeting



Date	Start Time	End Time	Next Date	Next Start Time
6/1/2015	9:00:00 AM	10:30:00 AM	6/15/2015	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 Stephen C. Whitaker	Ames & Whitaker, Architects, P.C Roger Saulnier
Ames & Whitaker, Architects, P.C Alan Lagocki	Consulting Engineering Services, Inc - Salvatore Fazzino
Ames & Whitaker, Architects, P.C Sherry Petruccione	Department of Veterans' Affairs - Tammy Marzik
Consulting Engineering Services, Inc - Douglas Lajoie	Department of Veterans' Affairs - Thomas Saadi
Consulting Engineering Services, Inc - Michael Bouchard	Department of Veterans' Affairs - Hugo Adams
CT Green Bank - Andrew Brydges	Department of Construction Services - David H. Barkin
Demographic Perspectives, LLC - Rena Cheskis-Gold	Department of Construction Services - Donald Ouillette
Department of Construction Services - Sarah Tierney	
Department of Energy and Environmental Protection - Ryan Ensling	
Department of Energy and Environmental Protection - Diane Duva	
Department of Energy and Environmental Protection - David Kalafa	
Department of Veterans' Affairs - Dr. Babatunde Green	
Department of Veterans' Affairs - Michael Clark	
Department of Veterans' Affairs - Peter Negrini	
Department of Veterans' Affairs - Usiabulu Stellamaris	
Department of Veterans' Affairs - Sean Connolly	
Department of Veterans' Affairs - Sebastian Lisitano	
Department of Veterans' Affairs - Emily Hein	
Department of Veterans' Affairs - Maria Cheney	
Loureiro Engineering Associates, Inc Edward Shelomis	
Steven Winter Associates, Inc Amanda Magee	

# Old Business Item Description Status Due Date Done New Business Item Description Status Due Date Done



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New I	Business			
Item	Description	Status	Due Date	Done
1.1	General Notes & Project Introductions			
	Assigned to: Sarah Tierney			
	Each attendee signed in on the Attendance Log - please see attached sign in sheet.	Open		
	There are several new attendees to this meeting including Administrators from the DVA, representatives / team members / consultants of the CT DEEP, and the demography sub-consultant of Ames & Whitaker. DCS will distribute copies of the 05/11/2015 kickoff meeting to each of these new attendees.			
	Ames & Whitaker had prepared an agenda for this meeting - please see the attached Meeting Agenda Notes with supporting item list from Demographic Perspectives, LLC.			
	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.			
	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.			
	Ames & Whitaker's Contract is with DCS, and the scope cannot be changed without written authorization from DCS.			
	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.			
	[06/01/2015]			
1.2	Fellowship House, Building No. 50's Future			
	Assigned to: Sean Connolly			
	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]	Open		
1.3	Historical Review			
	Assigned to: Alan Lagocki; Sarah Tierney			
	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.	Open		
	[06/01/2015]			
1.4	Current Campus Projects			
	Assigned to: Sarah Tierney  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]	Open		
	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]			
	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]			
1.5	Building No. 2, 3, 4, & 50 ADA Study Project No. BI-C-286 - final report due in by 06/05/2015.  [06/01/2015]  Future Meetings  Assigned to: Sarah Tierney			



Now I	Business			
Item	Description	Status	Due Date	Done
item	Bi-weekly meetings have started as of 06/01/2015.	Status Open	Due Date	Done
	The next scheduled meeting will be Monday, June 15, 2015 at 9:00 am.	Орон		
	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.			
	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]			
1.6	Updating of Site Plans & Working Drawings			
	Assigned to: Alan Lagocki			
	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.	Open		
	See the attached "Working Drawings" to follow this minute report. The drawings to follow and additional to be added/updated include the following:  - Complete Site Plan - Site Survey Sheet - Site Sections - Site Utility Plan - Site Analysis Plan - Site Slope Analysis - Site Land Use Plan - Site Master Plans - Buildings 2, 3, 4 and site - Area Plans - Area Sections - Building Plans with Elevations			
	[06/01/2015]			
1.7	Blurring the Public / Private Line			
	Assigned to: Alan Lagocki			
	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.	Open		
	Ames & Whitaker's team have started this process by seeking out area programs which include that of community colleges.			
	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.			
	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.			
	Interviews for outside organizations and suggestions of other outside individuals as well as the DVA activities in surrounding areas were suggested.			
	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]			
1.8	Town of Rocky Hill Planning Office			
	Assigned to: Alan Lagocki			
	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]	Open		
1.9	Alternative Energy			
	Assigned to: Alan Lagocki			



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tem	Description	Status	Due Date	Done
	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.	Open		
	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.			
	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]			
1.10	Starting the Staff Interviews			
	Assigned to: Alan Lagocki			
	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]	Open		
1.11	Starting of Resident Interviews			
	Assigned to: Alan Lagocki			
	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.	Open		
	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]			
1.12	Status of MEP Investigations			
	Assigned to: Douglas Lajoie; Salvatore Fazzino			
	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.	Open		
	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]			
1.13	Demography			
	Assigned to: Rena Cheskis-Gold			
	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.	Open		
	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]			
1.14	Buildings to Remain in Operation for Federally Funded Past Projects			
	Assigned to: Alan Lagocki			
	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]	Open		



New Business				
Item	Description	Status	Due Date	Done
1.15	Funding Options			
	Assigned to: Michael Clark			
	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. [06/01/2015]	Open		

BI-C-287 VA Vision – Rocky Hill Meeting Agenda Notes For June 1, 2015

- 1. A&W in process of updating site plan to incorporate items we found walking the site last week along with updating building plans.
- 2. A&W has contacted SHPO to discuss informally the historic value of the buildings on the site.
- 3. Which projects have received federal money that we cannot touch for 20 years? Can we get a waiver?
  - Bathrooms in the Doms?
  - HVAC in the Doms?
  - Mess Hall?
  - Bldg 5?
  - Any others?
- 4. Team will be developing a series of site drawings:
  - Entire Site Plan at 1"=200' Scale
  - Site Survey Sheet
  - Site Sections
  - Site Utility Plan
  - Site Analysis Plan
  - Site Slope Analysis
  - Site Land Use Plan
  - Site Master Plan(s)
- 5. Team will be developing a series of drawings:
  - Buildings 2, 3, 4 and site at 1"=50' scale
  - Area Plans
  - Area Sections
  - Bldg Plans with Elevations
- 6. Blurring the public/private line
- 7. Alternative energy sources
- 8. A&W would like to start interviewing the staff week of 6/1/2015. How should we start?

- 9. Status of MEP Investigations:
  - Conditions observed at central steam plant.
  - Condition of existing steam tunnels and central infrastructure.
  - -Conditions observed for Electrical Distribution
  - -Conditions of existing buildings without renovation.
  - -Condition of newly renovated (last 5 years).
  - -Additional survey points needed.
  - -Initial recommendations and preliminary findings.
- 10. Demography Items See attached sheet.

Submitted by: Sherry Petruccione, AIA

# Demographic Perspectives, LLC Demographic, Survey, and Market Research

#### Additional Questions for Meeting at the CT Veteran's Home at Rocky Hill

#### Policy

- 1. Please review specific rules for eligibility for your housing.
- 2. What are the considerations for a vet choosing or being placed in a state veteran's home over federal veteran's housing?
- 3. Currently, the vets living in the home typically have chronic illnesses, are jobless, and are not integrated into the outside world. Is the mission different for the future? e.g., attracting healthy but poor vets, or vets that need workforce guidance, training, or have been previously gainfully employed, or a recently divorced parent in short-term crisis needing housing for less than 3 months, etc.

#### **Population**

- 4. Have you had inquiries or applications from populations you aren't currently serving, e.g., younger men, women, families?
- 5. What groups do you anticipate serving in the next twenty years? In what proportion? e.g., younger men, older men, women, families, etc.

#### **Programming**

- 6. What amenity spaces would be most helpful to support the mission of the program? Are there specific amenities that are needed to address specific populations, e.g., hair and nail salon for women, computer room for younger men?
- 7. Are there amenity or other functional spaces that could or should be shared between day program, nursing home, and the home, e.g., dining, classrooms, therapeutic or recreational spaces?



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CT DCS Project No.:	BI-C-287	
Date:	June 01, 2015	
	9:00 am	
	DVA Commissioner's Confere	nce Poom
Meeting Location:		est Street, Rocky Hill, CT 06067
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	Other: Study Progress I	Meeting
Name:		Title:
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Name:	7247	Title:
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CT DCS Project No.:	BI-C-287	
Date:	June 01, 2015	
Meeting Start Time:	9:00 am	
	DVA Commissioner's Confe	erence Room –
Meeting Location:		West Street, Rocky Hill, CT 06067
Meeting Purpose:	☐ Project Initiation Meeting	
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	Study Progres	ss weeting
Name:		Title:
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Meeting Location:	DVA Commissioner's C Assembly Building #9.	Conference Room – 287 West Street, Rocky Hill, CT 06067
Meeting Purpose:	☐ Project Initiation M ☐ Other: Study Pro	Meeting
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lame:		Title:
Rena Cheskis-Gold		Principal
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Meeting Location:	7 West Street, Rocky Hill, CT 06067
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	Title:
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David Kalala - DEEP - Dav	id. Kalala Pct. gov
CT DCS - 1145 (Rev. 05.13.14)	/ 1100 – Project Initiation Forms

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