

# Meeting Minutes Details



<b>Project Name:</b>	<b>DVA - Planning &amp; Feasibility Study for Additional Veterans Housing at the Rocky Hill Campus</b>	<b>Project #:</b>	<b>BI-C-287</b>
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**Meeting Type:** Other  
**Meeting #:** 004  
**Meeting Description:** Study Progress Meeting



[Meeting History](#)

Date	Start Time	End Time	Next Date	Next Start Time
7/27/2015	9:00:00 AM	10:30:00 AM	8/10/2015	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

Ames & Whitaker, Architects, P.C. - Alan Lagocki  
 Ames & Whitaker, Architects, P.C. - Sherry Petruccione  
 Consulting Engineering Services, Inc - Salvatore Fazzino  
 Department of Construction Services - Sarah Tierney  
 Department of Energy and Environmental Protection - David Kalafa  
 Department of Veterans' Affairs - Dr. Babatunde Green  
 Department of Veterans' Affairs - Peter Negrini  
 Department of Veterans' Affairs - Usiabulu Stellamaris  
 Department of Veterans' Affairs - Sean Connolly  
 Department of Veterans' Affairs - Thomas Saadi  
 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

### Not Present

Ames & Whitaker, Architects, P.C. - Roger Saulnier  
 Ames & Whitaker, Architects, P.C. - Stephen C. Whitaker  
 Consulting Engineering Services, Inc - Douglas Lajoie  
 Consulting Engineering Services, Inc - Michael Bouchard  
 CT Green Bank - Andrew Brydges  
 Demographic Perspectives, LLC - Rena Cheskis-Gold  
 Department of Energy and Environmental Protection - Ryan Ensling  
 Department of Energy and Environmental Protection - Diane Duva  
 Department of Veterans' Affairs - Michael Clark  
 Department of Veterans' Affairs - Tammy Marzik  
 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
<b>Unassigned</b>				

### 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



**The Preliminary Report Due Date has been extended from 07/23/2015 to August 13, 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, 06/16/2015, 06/29/2015, 07/27/2015]

# Meeting Minutes Details



## Old Business

Item	Description	Status	Due Date	Done
1.3	<p><b>Historical Review</b></p> <p><b>Assigned to:</b> 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 &amp; 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 &amp; Whitaker. DCS to follow up again for a response.</p> <p>06/29/2015 Update: DCS made connection direct with Jenny Scofield from the State Historic Preservation Office on 06/22/2015. Her contact information was passed on to A&amp;W. A&amp;W reported that they have been unable to locate a lot of electronic information off an archive from Uconn's website, but they will be touching back with Jenny Scofield. A&amp;W also requested State Building No.s for the buildings on the Rocky Hill Campus - DCS to work to provide.</p> <p>07/27/2015 Update: David Barkin offered his assistance with this office back at the 07/09/2015 Lt. Governor Progress Meeting. Ames &amp; Whitaker has also gotten in contact with CT Trust tracking additional information. The DVA will look into potential tax credit information with CT Trust as well. Any new information specific to this line item will be reopened as new business. Item closed.</p>	Closed		<input checked="" type="checkbox"/>
1.4	<p><b>Current Campus Projects</b></p> <p><b>Assigned to:</b> Sarah Tierney</p> <p>Emergency Generator &amp; 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 &amp; Whitaker for distribution to CES. [06/01/2015, 06/16/2015]</p> <p>06/29/2015 &amp; 07/27/2015 Update - DAS Procurement indicating contract is pending. Electrical Energy Systems Corp. was the low bid contractor. Project is also in need of funding before construction can begin.</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>06/29/2015 Update - June bond meeting was cancelled, DVA lobbying for their project approval - special meeting tentative for first or second week of July.</p> <p>07/27/2015 Update - Special meeting has been called for 07/28/2015 which this project has made the agenda and is expected to be approved.</p> <p>Short Term Fire Alarm Project with Simplex - the DVA is contracting with Simplex to do temporary adjustments to their fire alarm system until BI-C-285 can be designed and constructed. DVA is expected to forward their purchase order to Simplex shortly. [07/27/2015]</p>	Open		<input type="checkbox"/>
1.5	<p><b>Future Meetings</b></p> <p><b>Assigned to:</b> Sarah Tierney</p> <p>Bi-weekly meetings have started as of 06/01/2015. The next scheduled meeting will be Monday, August 10, 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. 06/29/2015 Update - DCS confirmed that this meeting has been scheduled for Thursday, July 09, 2015 at 1:30 pm, and a meeting invitation has previously been sent out by DCS. 07/27/2015 Update - DCS to coordinate another meeting tentative for September with Howard Rifkin. The preliminary report will be required prior to formally scheduling 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, 06/29/2015, 07/27/2015]</p>	Open		<input type="checkbox"/>
1.6	<p><b>Updating of Site Plans &amp; Working Drawings</b></p> <p><b>Assigned to:</b> Alan Lagocki</p>			

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## Old Business

Item	Description	Status	Due Date	Done
	<p>Ames &amp; 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, 06/29/2015, 07/27/2015]</p> <p>06/29/2015 Update - A&amp;W reported that they're analysis of the existing campus is continuing. See the attached Working Drawings for the Site overall, Options for Building No. 5 floors, and Options for the DOMs. DVA to spend some time this week reviewing and get comments into DCS so that they can be forwarded to A&amp;W, and new drawings can be drafted next week.</p> <p>The site plan shows Building No. 5 turning into "Assisted Living", possible one-bedroom apartments. The DOMs are turning into "Transitional Housing" and there is also space for 12-15 family housing clusters.</p> <p>Maria Cheney reported that the houses across the street are nearly filled, and Commissioner Connolly asked if there really is a need for the family housing with typically one house being empty across the street - he would prefer that be looked at more with there not being a wait list for family housing.</p> <p>The DVA expressed some concern with the proposed women's housing being shown slightly farther away than preferred for services such as the Commissary.</p> <p>A&amp;W provided options for the DOMs, new layouts - keeping the shared bathroom for the transitional residents was discussed. Option No. 2 with keeping the bathrooms was discussed as well as putting in a shared bathroom between the units like Building No. 50.</p> <p>Supporting the number of residents shown on the options was discussed, thinking of staff levels, and the DVA stressed again that the need should drive the recommendations.</p> <p>DVA wants to make sure as well that the Clinic Area, Laundry Rooms, etc. should be included with the floor plans, so the number of projected bedrooms will also be decreased.</p> <p>Continuation of Care was also touched on by all attendees. Providing levels of care, permanent housing, etc.</p> <p>07/27/2015 Update - See the attached working drawing distributed by Ames &amp; Whitaker at today's meeting. The DVA with DCS has stated continuously that they want to make sure the demography findings are contributing to the recommendations for the areas being changed. The DVA will need to look into making sure that areas are all named correctly, or provide the proper terms to categorize the area(s) of the building(s) prior to the next meeting. There was discussion on the Gate House being expanded to a Security Building. Assisted Living Area of the current Building No. 50 could be combined with Permanent Housing. An area for Uconn's Boot Camp could be allotted in the new Center for Excellence. Unclaimed Medal storage space will also be in the new Center for Excellence. Assisted Living space could be added to the current West Domicile (Building No. 3) Transitional Housing. A vehicle inspection pull through at the Gate House was recommended. The houses and ESGR building across the street, including the Cemetery should also be captured on the overall campus plan. The family housing doesn't appear to be a demographic need, but the current houses on Sugar Hill could be possible for PTS housing.</p>	Open		<input type="checkbox"/>
1.7	<p><b>Blurring the Public / Private Line</b></p> <p><b>Assigned to:</b> 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>06/29/2015 &amp; 07/27/2015 Update - This is ongoing.</p> <p>Ames &amp; Whitaker's team have started this process by seeking out area programs which include that of community colleges. [06/01/2015, 06/16/2015, 06/29/2015]</p> <p>07/27/2015 Update - Ames &amp; Whitaker are still working through this; ongoing.</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, 06/29/2015]</p> <p>07/27/2015 Update - Ames &amp; Whitaker have not conducted these interviews to date, but will plan to in the coming weeks as requested again by Commissioner Connolly.</p>	Open		<input type="checkbox"/>
1.9	<p><b>Alternative Energy</b></p> <p><b>Assigned to:</b> Alan Lagocki</p>			

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Item	Description	Status	Due Date	Done
	<p>Ames &amp; 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]                      06/16/2015 Update - A&amp;W reported that have started shadow planning and patterns to maximize on solar opportunities which was of interest to the DEEP.                      06/29/2015 Update - This work is ongoing.</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 &amp; Whitaker if needed.                      [06/01/2015]                      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.                      06/29/2015 Update - This work is ongoing.</p> <p>07/27/2015 Update - Alternative Energy Work has been ongoing. See MEP Progress Update in New Business. Item Closed.</p>	Closed		<input checked="" type="checkbox"/>
1.10	<p><b>Starting the Staff Interviews</b>  <b>Assigned to:</b> Alan Lagocki</p> <p>06/16/2015, 06/29/2015, 07/27/2015 Update - A&amp;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&amp;W would like to schedule a meeting with Commissioner Connolly - meeting date and time TBD.                      A&amp;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><b>Starting of Resident Interviews</b>  <b>Assigned to:</b> Alan Lagocki</p> <p>The A&amp;W team would like to start interviewing residents of the Rocky Hill campus soon. A suggestion of the residents being notified that A&amp;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&amp;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&amp;W team to meet with them.                      [06/01/2015]</p> <p>06/16/2015, 06/29/2015 Update - The resident interviews are still pending. A&amp;W to coordinate with Maria Cheney after the meeting. Discussion of speaking with veterans that do not live on the campus. A&amp;W will arrange to get interviews through area programs.</p> <p>07/27/2015 Update - This work is still pending. The DVA reiterated the outside perspective being a key component of the resident interviews - getting the opinion of residents outside the campus.</p>	Open		<input type="checkbox"/>

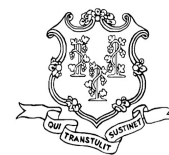
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Item	Description	Status	Due Date	Done
1.13	<p><b>Demography</b></p> <p><b>Assigned to:</b> Rena Cheskis-Gold</p> <p>The demography sub-consultant requested time to sit with the DVA staff to understand what programs they currently offer and what they 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&amp;W reported that lots of information had been gathered from the Demographer being on site last week. A&amp;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> <p>06/29/2015 Update - The 2012 Demographic Report is still pending from the DVA. Dr. Green to locate and forward to DCS, to distribute to A&amp;W and their Demographer.</p> <p>07/27/2015 Update - Dr. Green stated there isn't a 2012 Demographic Report previously stated, that what they have is the 2011 Perkins' Report which is already with Ames &amp; Whitaker for their use. Notes from the Demographer after being on site in early June is still pending by A&amp;W.</p>	Open		<input type="checkbox"/>
2.1	<p><b>Museum Planning</b></p> <p><b>Assigned to:</b> 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. [06/16/2015]</p> <p>06/29/2015 Update - This planning is ongoing, and there was discussion on Commissioner Connolly's plan for the Veterans' Center for Excellence being combined with this museum.</p> <p>07/27/2015 Update - A separate museum / building is clarified to not be a part of this project, but incorporated into the Center for Excellence where artifacts, medals, photos, etc. will be on display for individuals walking through the space. Item closed.</p>	Closed		<input checked="" type="checkbox"/>
2.3	<p><b>Civil Updates</b></p> <p><b>Assigned to:</b> Edward Shelomis</p> <p>Loureiro Engineering had provided a recap of their progress which included the following:</p> <ul style="list-style-type: none"> <li>- Pedestrian only zones determination is in progress (humans first / vehicles second approach is being taken).</li> <li>- 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.</li> <li>- The campus is extremely dark at night. Loureiro is working with CES on options for campus site lighting.</li> <li>- Site circulation was discussed a lot with vehicle and pedestrian improvements, better access for traffic to circulate, determining areas of interference, etc.</li> <li>- Water systems have been reviewed. Loureiro looking into long term options for localizing buildings, MDC involvement, etc.</li> <li>- Adding solar collectors to the existing water tower was touched on briefly.</li> <li>- Storm drainage upgrades, minimize silt - existing systems appear in decent condition.</li> <li>- Sanitary systems have started being looked at.</li> <li>- The easement on the North side of the property was also touched on.</li> <li>- 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. [06/16/2015]</li> </ul> <p>06/29/2015 Update - This work is ongoing. Loureiro continuing working closely with A&amp;W.</p> <p>07/27/2015 Update - Loureiro confirmed that their work is still ongoing, working closely with A&amp;W and CES. Any new progress will be opened as a new business item during future meetings. Item Closed.</p>	Closed		<input checked="" type="checkbox"/>
2.4	<p><b>Wi-Fi</b></p> <p><b>Assigned to:</b> Alan Lagocki</p>			

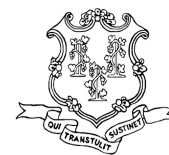
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Item	Description	Status	Due Date	Done
	<p>Establishing Wi-Fi in areas where it is not accessible was discussed, as were areas of security concerns and appropriate browsing by users. Any recommendations coming from this study are to be reviewed with 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> <p>06/29/2015 Update - This planning is ongoing.</p> <p>07/27/2015 Update - Coordination with DAS BEST was briefly discussed, and reiteration of this work being ongoing. Any new information will be opened as a new business item for future meetings. Item closed.</p>	Closed		<input checked="" type="checkbox"/>
2.5	<p><b>MEP Progress</b></p> <p><b>Assigned to:</b> Salvatore Fazzino</p> <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> <p>06/29/2015 Update - CES reported that they are just about complete with their assessment of all existing systems on the campus. They are now planning to work with A&amp;W on the vision, phasing, plans for the future.</p> <p>CES touched again on plants per building. Existing campus's challenge with the existing central plant being beyond its useful life.</p> <p>CES looking at BTU values, electrical values - what each building utilizes, and planning for slowly taking loads off of the central plant - putting values to each building.</p> <p>CES researching what load is per building through the campus area and planning for phasing - this is a challenge, and impacts to the central plant.</p> <p>CES understands that most buildings are not metered, so they are estimating based on wall construction, and doing analysis per space.</p> <p>The existing central plant provides the source for heating, water, and electrical - keeping that in mind for all of the ongoing planning.</p> <p>07/27/2015 Update - See new business item 4.1. Item Closed.</p>	Closed		<input checked="" type="checkbox"/>
2.6	<p><b>Charging Stations for Electric Wheelchairs / Scooters</b></p> <p><b>Assigned to:</b> 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> <p>06/29/2015 Update - Planning for this item is ongoing.</p> <p>07/27/2015 Update - Reiteration of this item being an ongoing component planned for the final study report. Any new information will be opened as a new business item for future meetings. Item closed.</p>	Closed		<input checked="" type="checkbox"/>

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Item	Description	Status	Due Date	Done
2.7	<p><b>Security</b></p> <p><b>Assigned to:</b> 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> <p>06/29/2015 Update - Hugo Adams reported that they had Doug Pesci, a FEMA officer on site doing a survey of their existing security processes and it was agreed that the location of the guard shack to be moved. Doug will be coming back on site for a more thorough review at a later date. Hugo to forward Doug's contact information for A&amp;W.</p> <p>07/27/2015 Update - As with the Item 1.6 Working Drawings Update, expansion of the Gate House to be the Security Building housing Fire Alarm, CCTVs, Cameras, etc. was discussed by Hugo Adams. Incorporation of this planning with the Campus Wide Fire Alarm Project BI-C-285 was touched on as well - DCS to make sure to communicate these processes with the consultant for that project. Doug Pesci's contact information is still pending from Hugo Adams - DCS to follow up.</p>	Open		<input type="checkbox"/>
3.1	<p><b>Existing IT Systems</b></p> <p><b>Assigned to:</b> Salvatore Fazzino</p> <p>CES reported that their on site investigation of the IT system last week in Building No. 5's basement and third floor are more manageable than initially thought. If the space of that building is re-purposed, the relocation of the system to another area on campus has capability.</p> <p>[06/29/2015]</p> <p>07/27/2015 Update. Information to be included in the final report. Item Closed.</p>	Closed		<input checked="" type="checkbox"/>

## New Business

Item	Description	Status	Due Date	Done
<b>Unassigned</b>				
4.1	<p><b>MEP Progress Update</b></p> <p><b>Assigned to:</b> Salvatore Fazzino</p> <p>Sal Fazzino reported that CES has been analyzing capacity in terms of steam load and calculations, and consumption. They have established BTU per building. There is a need for a steam plant on the campus, it will need to co-exist with campus changes, because of steam being a critical part of the campus. CES wanted to specifically speak to phasing and capacity - an early phase can be initiated to create a separate boiler plant for the Center for Excellence building, for example, and remove the reliance of the steam plant. Campus will more than likely always need a steam plant, but a smaller / simpler plant will minimize and simplify by order of magnitude all of the buildings on the campus.</p> <p>[07/27/2015]</p>	Open		<input type="checkbox"/>
4.2	<p><b>Project Email Address</b></p> <p><b>Assigned to:</b> Sarah Tierney</p> <p>DCS had previously issued email communication that a new project email address had been created for this project: DAS.C287@CT.GOV</p> <p>This project team is to get in the habit of CCing this new email address to all email communication from now through the end of the project.</p> <p>[07/27/2015]</p>	Open		<input type="checkbox"/>

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4.3	<b>PMWeb</b> <b>Assigned to:</b> Alan Lagocki DCS wanted to make sure that the use of PMWeb was included with the final report. There has been limited conversation and documentation specific to PMWeb use, so A&W will make sure to incorporate information into the final report. [07/27/2015]	Open		<input type="checkbox"/>
4.4	<b>Commissary, Building No. 2</b> <b>Assigned to:</b> Alan Lagocki DVA wanted to make sure that the Cafeteria was being looked at on necessary upgrades needed to bring the existing up to date (efficiency / energy, AC, etc.). Ames & Whitaker to make sure this is being looked in to. [07/27/2015]	Open		<input type="checkbox"/>
4.5	<b>List of Outside Organizations Using the DVA's Campus</b> <b>Assigned to:</b> Hugo Adams Hugo Adams is to provide a list of the current organizations occupying areas of the existing campus so that they can be incorporated into the plan. Some include the VFW, State Police, and a Women's Auxiliary Group. [07/27/2015]	Open		<input type="checkbox"/>





<b>CT DCS Project No.:</b>	BI-C-287
<b>Date:</b>	July 27, 2015
<b>Meeting Start Time:</b>	9:00 am
<b>Meeting Location:</b>	DVA Commissioner's Conference Room – Assembly Building #9, 287 West Street, Rocky Hill, CT 06067
<b>Meeting Purpose:</b>	<input type="checkbox"/> Project Initiation Meeting <input checked="" type="checkbox"/> Other: <u>Study Progress Meeting</u>

<b>Name:</b> Donald H. Ouillette	<b>Title:</b> Assistant Director of Project Management
<b>Company/Department:</b> CT DAS / Division of Construction Services	<b>E-mail:</b> Donald.Ouillette@ct.gov
<b>Street:</b> 165 Capitol Avenue Room 460	<b>Phone:</b> (860) 713-5931
<b>City/State/Zip:</b> Hartford, CT 06106	<b>FAX:</b> (860) 713-7261

<b>Name:</b> David H. Barkin AIA	<b>Title:</b> Chief Architect
<b>Company/Department:</b> CT DAS / Division of Construction Services	<b>E-mail:</b> David.Barkin@ct.gov
<b>Street:</b> 165 Capitol Avenue	<b>Phone:</b> (860) 713-5631
<b>City/State/Zip:</b> Hartford, CT 06106	<b>FAX:</b> (860) 713-7255

<b>Name:</b> Sarah Tierney	<b>Title:</b> Project Manager
<b>Company/Department:</b> CT DAS / Division of Construction Services	<b>E-mail:</b> Sarah.Tierney@ct.gov
<b>Street:</b> 165 Capitol Avenue Room 460	<b>Phone:</b> (860) 713-5822 / mobile – (860) 712-1730
<b>City/State/Zip:</b> Hartford, CT 06106	<b>FAX:</b> (860) 713-7261

<b>Name:</b> Sean M. Connolly	<b>Title:</b> Commissioner
<b>Company/Department:</b> CT Department of Veterans' Affairs	<b>E-mail:</b> Sean.Connolly@ct.gov
<b>Street:</b> Office of the Commissioner – 287 West Street	<b>Phone:</b> (860) 616-3601
<b>City/State/Zip:</b> Rocky Hill, CT 06067	<b>FAX:</b>

<b>Name:</b> Tammy Marzik	<b>Title:</b> Manager of Community Advocacy
<b>Company/Department:</b> CT Department of Veterans' Affairs	<b>E-mail:</b> tammy.marzik@ct.gov
<b>Street:</b> Office of the Commissioner – 287 West Street	<b>Phone:</b> (860) 616-3603
<b>City/State/Zip:</b> Rocky Hill, CT 06067	<b>FAX:</b> (860) 616-3532

<b>Name:</b> Babatunde O. Green, DHA, FACHE	<b>Title:</b> Executive Assistant to the Commissioner
<b>Company/Department:</b> CT Department of Veterans' Affairs	<b>E-mail:</b> BABATUNDE.GREEN@ct.gov
<b>Street:</b> Office of the Commissioner – 287 West Street	<b>Phone:</b> (860) 616-3606
<b>City/State/Zip:</b> Rocky Hill, CT 06067	<b>FAX:</b> (860) 616-3532

<b>CT DCS Project No.:</b>	BI-C-287
<b>Date:</b>	July 27, 2015
<b>Meeting Start Time:</b>	9:00 am
<b>Meeting Location:</b>	DVA Commissioner's Conference Room – Assembly Building #9, 287 West Street, Rocky Hill, CT 06067
<b>Meeting Purpose:</b>	<input type="checkbox"/> Project Initiation Meeting <input checked="" type="checkbox"/> Other: <u>Study Progress Meeting</u>

<b>Name:</b> Thomas J. Saadi	<b>Title:</b> Gen. Counsel & Dir. Leg. Affairs
<b>Company/Department:</b> CT Department of Veterans' Affairs	<b>E-mail:</b> Thomas.J.Saadi@ct.gov
<b>Street:</b> 287 West Street	<b>Phone:</b> (860) 616-3604
<b>City/State/Zip:</b> Rocky Hill, CT 06067	<b>FAX:</b>

<b>Name:</b> <del>Michael Clark</del>	<b>Title:</b> <del>Fiscal Administrative Manager</del>
<b>Company/Department:</b> <del>CT Department of Veterans' Affairs</del>	<b>E-mail:</b> <del>Michael.Clark@ct.gov</del>
<b>Street:</b> <del>287 West Street</del>	<b>Phone:</b> <del>(860) 616-3636</del>
<b>City/State/Zip:</b> <del>Rocky Hill, CT 06067</del>	<b>FAX:</b> <del>(860) 616-3637</del>

<b>Name:</b> Sebastian Lisitano	<b>Title:</b> Fiscal Administrative Supervisor
<b>Company/Department:</b> CT Department of Veterans' Affairs	<b>E-mail:</b> Sebastian.Lisitano@ct.gov
<b>Street:</b> 287 West Street	<b>Phone:</b> (860) 616-3639
<b>City/State/Zip:</b> Rocky Hill, CT 06067	<b>FAX:</b> (860) 616-3539

<b>Name:</b> Emily E. Hein	<b>Title:</b> Public Information Officer
<b>Company/Department:</b> CT Department of Veterans' Affairs	<b>E-mail:</b> Emily.Hein@ct.gov
<b>Street:</b> Office of the Commissioner – 287 West Street	<b>Phone:</b> (860) 616-3605
<b>City/State/Zip:</b> Rocky Hill, CT 06067	<b>FAX:</b>

<b>Name:</b> Hugo Adams	<b>Title:</b> Director, Safety and Security
<b>Company/Department:</b> CT Department of Veterans' Affairs	<b>E-mail:</b> Hugo.Adams@ct.gov
<b>Street:</b> 287 West Street	<b>Phone:</b> (860) 616-3611 / Mobile – (860) 965-0004
<b>City/State/Zip:</b> Rocky Hill, CT 06067	<b>FAX:</b> (860) 616-3533

<b>Name:</b> Maria Cheney	<b>Title:</b> Director – Residential Programs & Services
<b>Company/Department:</b> CT Department of Veterans' Affairs	<b>E-mail:</b> Maria.Cheney@ct.gov
<b>Street:</b> 287 West Street	<b>Phone:</b> (860) 616-3801
<b>City/State/Zip:</b> Rocky Hill, CT 06067	<b>FAX:</b> (860) 616-3556



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<b>Name:</b> Peter Negrini <i>PN</i>	<b>Title:</b> Plant Facilities Engineer
<b>Company/Department:</b> CT Department of Veterans' Affairs	<b>E-mail:</b> Peter.Negrini@ct.gov
<b>Street:</b> 287 West Street	<b>Phone:</b> (860) 616-3667 / mobile: (860) 916-1648
<b>City/State/Zip:</b> Rocky Hill, CT 06067	<b>FAX:</b> (860) 616-3557

<b>Name:</b> Stellamaris Usiabulu <i>SU</i>	<b>Title:</b> Assistant to Dr. Green
<b>Company/Department:</b> CT Department of Veterans' Affairs	<b>E-mail:</b> Stellamaris.Usiabulu@ct.gov
<b>Street:</b> 287 West Street	<b>Phone:</b> (860) 616-3608
<b>City/State/Zip:</b> Rocky Hill, CT 06067	<b>FAX:</b>

<b>Name:</b> <del>Stephen Whitaker</del>	<b>Title:</b> <del>Architect</del>
<b>Company/Department:</b> <del>Ames &amp; Whitaker Architects</del>	<b>E-mail:</b> <del>scw@amesandwhitaker.com</del>
<b>Street:</b> <del>31 Liberty Street, Suite 208</del>	<b>Phone:</b> <del>(860) 621-8944</del>
<b>City/State/Zip:</b> <del>Southington, CT 06489</del>	<b>FAX:</b> <del>(860) 621-0957</del>

<b>Name:</b> Alan Lagocki <i>AL</i>	<b>Title:</b> Architect
<b>Company/Department:</b> Ames & Whitaker Architects	<b>E-mail:</b> al@amesandwhitaker.com
<b>Street:</b> 31 Liberty Street, Suite 208	<b>Phone:</b> (860) 621-8944
<b>City/State/Zip:</b> Southington, CT 06489	<b>FAX:</b> (860) 621-0957

<b>Name:</b> Sherry Petruccione <i>SP</i>	<b>Title:</b> Architect
<b>Company/Department:</b> Ames & Whitaker Architects	<b>E-mail:</b> sp@amesandwhitaker.com
<b>Street:</b> 31 Liberty Street, Suite 208	<b>Phone:</b> (860) 621-8944
<b>City/State/Zip:</b> Southington, CT 06489	<b>FAX:</b> (860) 621-0957

<b>Name:</b> <del>Roger Saulnier</del>	<b>Title:</b> <del>Architect</del>
<b>Company/Department:</b> <del>Ames &amp; Whitaker Architects</del>	<b>E-mail:</b> <del>rws@amesandwhitaker.com</del>
<b>Street:</b> <del>31 Liberty Street, Suite 208</del>	<b>Phone:</b> <del>(860) 621-8944</del>
<b>City/State/Zip:</b> <del>Southington, CT 06489</del>	<b>FAX:</b> <del>(860) 621-0957</del>



# Project Initiation Meeting Attendance Log

<b>CT DCS Project No.:</b>	BI-C-287
<b>Date:</b>	July 27, 2015
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<b>Name:</b> Ed Shelomis	<b>Title:</b> Structural / Civil Consultant
<b>Company/Department:</b> Loureiro Engineering	<b>E-mail:</b> egshelomis@loureiro.com
<b>Street:</b> 100 Northwest Drive	<b>Phone:</b> (860) 747-6181
<b>City/State/Zip:</b> Plainville, CT 06062	<b>FAX:</b> (860) 747-8822

<b>Name:</b> Doug Lajoie	<b>Title:</b> Principal / MEP Engineer
<b>Company/Department:</b> CES Consulting Engineers	<b>E-mail:</b> dlajoie@cesct.com
<b>Street:</b> 811 Middle Street	<b>Phone:</b> (860) 632-1682
<b>City/State/Zip:</b> Middletown, CT 06457	<b>FAX:</b> (860) 632-1768

<b>Name:</b> Salvatore Fazzino	<b>Title:</b> Project Manager
<b>Company/Department:</b> CES Consulting Engineers	<b>E-mail:</b> sfazzino@cesct.com
<b>Street:</b> 811 Middle Street	<b>Phone:</b> (860) 632-1682 / Mobile – (203) 800-5221
<b>City/State/Zip:</b> Middletown, CT 06457	<b>FAX:</b>

<b>Name:</b> Michael Bouchard	<b>Title:</b> Senior Mechanical Engineer
<b>Company/Department:</b> CES Consulting Engineers	<b>E-mail:</b> mbouchard@cesct.com
<b>Street:</b> 811 Middle Street	<b>Phone:</b> (860) 632-1682 / Mobile – (860) 918-5336
<b>City/State/Zip:</b> Middletown, CT 06457	<b>FAX:</b>

<b>Name:</b> Rena Cheskis-Gold	<b>Title:</b> Principal
<b>Company/Department:</b> Demographic Perspectives, LLC	<b>E-mail:</b> rena@demographicperspectives.com
<b>Street:</b> 334 McKinley Avenue	<b>Phone:</b> (203) 397-1612
<b>City/State/Zip:</b> New Haven, CT 06515	<b>FAX:</b> (203) 397-1612

<b>Name:</b> Ryan Ensling	<b>Title:</b> Research Analyst
<b>Company/Department:</b> CT Dept. of Energy & Environmental Protection (DEEP)	<b>E-mail:</b> Ryan.Ensling@ct.gov
<b>Street:</b> 10 Franklin Square	<b>Phone:</b> (860) 827-2985
<b>City/State/Zip:</b> New Britain, CT 06051	<b>FAX:</b> (860) 827-2976

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<b>Name:</b> Diane Duva	<b>Title:</b> Office Director, Office of Energy Demand
<b>Company/Department:</b> CT Dept. of Energy & Environmental Protection (DEEP)	<b>E-mail:</b> Diane.Duva@ct.gov
<b>Street:</b> Bureau of Energy and Technology Policy - 10 Franklin Square	<b>Phone:</b> (860) 827-2756 / mobile – (860) 906-7641
<b>City/State/Zip</b> New Britain, CT 06051	<b>FAX:</b>

<b>Name:</b> David Kalafa	<b>Title:</b> <i>Policy Development Coordinator</i>
<b>Company/Department:</b> CT Dept. of Energy & Environmental Protection (DEEP)	<b>E-mail:</b> David.Kalafa@ct.gov
<b>Street:</b>	<b>Phone:</b>
<b>City/State/Zip</b>	<b>FAX:</b>

<b>Name:</b> Andrew Brydges	<b>Title:</b> Director – Institutional Programs
<b>Company/Department:</b> CT Green Bank	<b>E-mail:</b> Andrew.Brydges@ctgreenbank.com
<b>Street:</b> 845 Brook Street	<b>Phone:</b> (860) 258-7834
<b>City/State/Zip</b> Rocky Hill, CT 06067	<b>FAX:</b>

<b>Name:</b> Amanda Magee	<b>Title:</b> Owner's Rep [State of CT via DEEP]
<b>Company/Department:</b> Steven Winter Associates, Inc. / CT DEEP Team	<b>E-mail:</b> amagee@swinter.com
<b>Street:</b> 61 Washington Street	<b>Phone:</b> (401) 486-1979
<b>City/State/Zip</b> Norwalk, CT 06854	<b>FAX:</b>

<b>Name:</b>	<b>Title:</b>
<b>Company/Department:</b>	<b>E-mail:</b>
<b>Street:</b>	<b>Phone:</b>
<b>City/State/Zip</b>	<b>FAX:</b>

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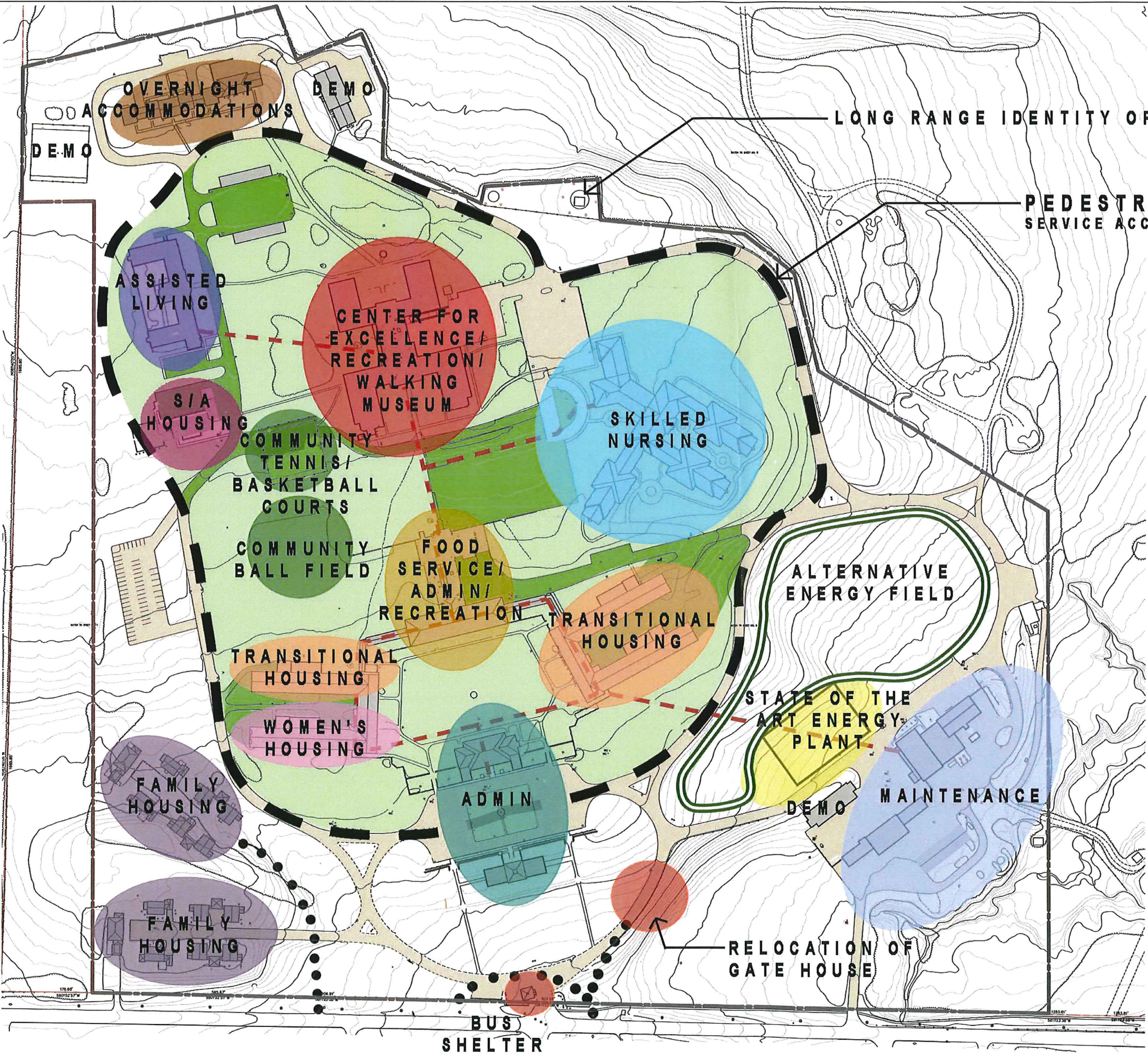
<b>Name:</b>	<b>Title:</b>
<b>Company/Department:</b>	<b>E-mail:</b>
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PEDESTRIAN ONLY  
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**OPTION B**      **REVISED 07-24-15**

drawing title			STATE OF CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES DIVISION OF CONSTRUCTION SERVICES		
REVISIONS			drawing prepared by AMES & WHITAKER ARCHITECTS 31 LIBERTY STREET, SUITE 208 SOUTHINGTON, CT 06489		
mark	date	description	date 07/09/15 scale AS NOTED		
			drawing by		
			approved by		
			drawing no.		
project STUDY OF DEPARTMENT OF VETERANS' AFFAIRS CAMPUS FOR ADDITIONAL HOUSING 287 WEST STREET ROCKY HILL, CT 06067			project no. BI-C-287		
CAD no.					