APPENDIX 7

Meeting Minutes
Development of the Program
Design for Freedom
Supporting Materials
Powerpoint Presentations
Functional Program Development and Facility Feasibility Study for New Elmwood Community Center
West Hartford, CT
Tecton Project No. WSH02AR
April 29, 2022

Agenda Items:
1. Team Introductions – Role & Responsibility
2. Communication Protocol & Meetings
   a. Primary points of contact
   b. Key target dates and audiences for update presentations
   c. Regularly scheduled progress meetings
   d. Access to buildings & building data, facilities
3. Project Specific Goals & Discussion
   a. Overall goals and vision
   b. Project budget
   c. Establishing scope of work
      i. Site Improvements
         1. Vehicular circulation, drop-off
         2. Parking, visitor & staff (counts)
         3. Entrance from Mayflower Street, connection to Beachland Park and Trout Brook Drive
         4. Outdoor program areas
            a. Fields
            b. Play areas
            c. Trails and pathways
            d. Pool
         5. Neighbors
      ii. Architectural
         1. New v. renovate (full or partial)
         2. Phasing for relocation of departments
         3. Spaces for public use
         4. Conceptual design with ROM estimates
         5. Future use of existing Elmwood Community Center
     iii. Confirmation of stakeholders
         1. Department of Leisure and Social Services
         2. Elmwood Senior Center
         3. Faxon Library
         4. Daycare
         5. Others?
     d. Major Milestones & Key dates to hit
     e. Community Interaction ~ Forums, Website, FTP, Social Media, etc.
APRIL 29TH KICK-OFF MEETING AGENDA

Functional Program Development and Facility Feasibility Study for New Elmwood Community Center
West Hartford, CT
Tecton Project No. WSH02AR
April 29, 2022

f. Discussion of deliverables
   i. Bound Report
      1. Executive Summary
      2. Narratives
      3. Photo Log and plan diagrams
      4. Programming summary
   ii. Conceptual design with ROM estimates
   iii. Presentations

4. Existing Data Collection
   a. Items Required from Owner
      i. As built drawings in electronic form, preferably CAD or Revit, and/or PDFs of existing conditions/original drawings
      ii. Previous existing building condition reports/studies, previous or current master planning studies
      iii. Utility bills for at least one year, in excel ~ training/podcast & access to online billing
      iv. Site/Civil: Utilities on site, maintenance manuals/schedules for the facilities (or a list), reports/studies of conditions
      v. Building Systems - Generator test reports
      vi. Warranty information for roofs, windows, doors and any major building component under warranty
      vii. AHERA reports, and/or other hazardous materials reports
      viii. Lessons learned from previous/ongoing projects
      ix. Standards for construction if any (materials, systems, equipment).
   b. Format of Major Building walkthrough
      i. Tour buildings
      ii. Meet with building representative. Note: Ideally meet with Town representative that is most knowledgeable about the structure: use, age, last repair/maintenance, schedule of operation (times/seasons), etc.

5. Next Steps
   a. Open Floor/Comments ~ New Business
   b. Develop master schedule of all meetings
   c. Schedule walkthroughs
   d. Schedule programming sessions
APRIL 29TH KICK-OFF MEETING MINUTES

Meeting Notes
Town of West Hartford - Elmwood Community Center
Tecton Project No: WSH02AR

Date: 04.29.2022
Time: 9:00 am
Location: West Hartford Town Hall

Attendees:
Rick Ledwith Acting Town Manager
Bob Palmer Director, Plant & Facilities Services
Catherine Diviney Energy Specialist, Plant & Facilities Services
Helen Rubino-Turco Director, Leisure Services
Laura Irmscher Director, Library Services
Jeff Wyszynski Principal, Tecton Architects
Eddie Widofsky Senior Project Manager, Tecton Architects
Ernest Nepomuceno Senior Designer, Tecton Architects
Antonia Ciaverella Architectural Designer, Tecton Architects
Lucien Dragulski MEP Engineer, Bemis Associates

The following items were discussed:

1. The Town will be setting the cap budget in November, before Thanksgiving, so the estimated cost for the new community center will need to be established by then. Human Services and Community Planning are subsets of the Town Council, and have standing monthly meetings. Their approval will be needed for September. It was agreed to include everyone at this meeting on all email correspondence, to meet approximately every three weeks, and to send materials a week in advance of meetings.

2. Tecton will coordinate with Bob to arrange for tours of the existing Elmwood Community Center, Faxon Library and 100 Mayflower buildings.

3. The preference is to tear down the existing building entirely, and create a new building, but the costs of this need to be weighed against the costs of renovating the existing building. An entrance from Quaker Lane and an exit to Mayflower would be preferred for the park. The community center entrance/exit would both be from Mayflower.

4. Major program elements to be accommodated are a commercial kitchen, teen center, senior center, 300 seat auditorium with stage, gym, multi-purpose space and possibly a food pantry and/or space for social services. The senior center at Bishops Corner will remain, and there are currently other auditoriums in West Hartford that accommodate 500, 700 and 900 seats. Spaces should be flexible, and minimize time to set up for the various functions.

5. Connection to the bus routes is important, and coordination should be done with CT Transit. It may be desirable to provide resting and/or charging for the buses.

6. The Library should be a distinct space, but connected to the rest of the building. Low shelving with good sight lines, seating and open areas should all be provided, as well as lots of storage. Activities to be held include meetings, children’s programs (stories, crafts, after school, coding, online collaboration), book clubs, knitting, cooking and
speakers. Meeting space should be sized for both 8-10 people and 50. Office space is needed for tax preparation, language and citizenship.

7. A separate entrance from the community center is preferred, but the number of overall entrances should be minimized. A separate drop-off/entry may be desirable for the food pantry. The entrance for seniors should be covered (porte cochere). Exterior book lockers should be provided, to allow book pickup and drop-off after hours.

8. The program of the existing buildings will be the starting point, and will be verified through future detailed programming meetings.

9. It has not been determined whether daycare will be part of the new building, as the rental agreements are difficult for the Town. The Town may change to a Town wide early care. If provided, the space needs to be easy to use and maintain.

10. A dedicated fitness room is not needed. A running track around the upper portion of the gym should be considered.

11. The teen space should be a center. It will be used during evenings and weekends, and should accommodate 10-25 teens. The current space is not large enough. It may ultimately be run separate from the Town. It was noted that there is often tension between Hall and Conard students.

12. Outdoor areas should include story space and gardening. This could be enclosed and accessed directly from the library, or open. The Town will provide a pollinator garden after construction, to match others previously provided in town. A playground area is likely not needed, as amenities are provided at Beachland Park. An area for rental should be provided, off of the community room. Community gardens, pool and play fields should not be provided, as they are accommodated elsewhere. Connections to the existing trails should be made organically.

13. LEED Gold and Net Zero are targets for the project, with a UI in the low 20’s. No fossil fuels should be used, except for the generator. Passive systems with fewer moving parts are preferred. The envelope should have a high R value, and envelope testing should be done. Bird friendly (etched) glass should be considered. Lessons learned from the Charter Oak project (items to be incorporated) include simple lighting (not overlighting), zoning/remote shutdown for controls, avoiding overplanting, the use of color, EV charging, heat recovery and noise resistance. Geothermal and future power purchase should be considered.

14. The building will be a reception center, and not an emergency shelter.

15. CERT (community response team) needs office space, and amenities for blood drives (fridge, air conditioning). A small kitchen should be provided for this area, separate from the main one.

16. The renderings Tecton presented at the interview were extremely well received. The idea of a building on top of a hill, with an outdoor amphitheater/stage is desirable. An outdoor pavilion (similar to Westmoor Park) is also desired.

17. There is no budget number set yet for the project. It will be up to the team to determine this through the process. The Town will ideally sell both the existing Elmwood Community Center and Faxon Library buildings, after the project is constructed. There will not be a need to phase the opening of the building, as all departments will move at once.

18. There are no known issues with neighbors. Traffic patterns/volume should be studied and maintained/improved. There will be outreach by the Town to the neighbors, and representatives will be invited to serve on the advisory committee.
19. There is a 16 member advisory committee, that will also be involved. A list was given of the 14 current members, with residents to be chosen for the remaining 2 positions. It was agreed to meet with them 3 or 4 times over the course of the study.

20. Public outreach is expected to include in-person meetings, preparation/sharing of digital media and mailers, and preparing boards for Town events. The library will also participate in the marketing. Celebrate West Hartford will be held Saturday June 11 from 10-6 on Sunday June 12 from 12-6. Tecton will have an informational booth at this event, and Helen will send the registration form. A QR code should be provided, so that residents can connect to a web page that the Town will set up. Erin Brown is the contact for Town IT.

21. The final report will consist of an executive summary, narratives explaining the process, meeting minutes, photo logs, plan diagrams, program, conceptual design, ROM estimate and presentations given. The development of options is expected to ultimately lead to a single scheme, demonstrating why it was selected.

22. Catherine will provide an equity toolkit for planning, that has been used by the Town.

23. Bob provided Tecton with existing conditions documents (plans, studies, program). There is no survey.

24. Tecton to provide the Town with examples of similar projects that can be viewed for inspiration for the project. Ones that are a combination of community center, library and park are preferred. A modern design for the building is also preferred, though traditional materials and colors can be used to soften the overall feel.

Submitted by Edward Widofsky, Tecton Architects P.C.

Statements presented are the writer's interpretation and understanding of the various discussions held and the conclusions reached. Other participants are requested to review the statements contained herein and advise the office of Tecton Architects P.C. within five (5) calendar days of any errors or omissions.

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Elmwood Community Center Programming Questions

Generally, the conversation will address the following categories:

USE & SIZE | QUANTITY | SPECIAL AMENITIES | ADJACENCIES | SECURITY & ACCESS | FUNCTIONALITY |

1. How many people is this space serving?
2. What is this space used for?
3. When is this space used? How often?
4. How many of these spaces are needed?
5. Is flexibility needed and/or encouraged?
6. Is multi-use needed and/or encouraged?
7. What technology or other devices are needed in the space?
8. Should this space open up to others? How? A door, a folding partition?
9. Does this room require specific considerations for acoustics, storage, display, etc.?
10. What other program areas should be nearby?
11. What collaborations exist today that should continue?
12. What collaborations don’t exist today but are envisioned/desired in the new space?
13. Are there staff-only zones that require secure access?
14. When is considered “after hours” and what are the expected uses at this time (if any)?
15. What site security concerns exist?
16. How many entrances or access points to the building are desired?
17. What works well, what doesn’t work, and what’s missing?
18. What are your daily challenges?
19. Is something about the existing space or building preventing you from accomplishing a goal?
20. What is your greatest unmet need in the existing space?
Meeting Notes
Town of West Hartford - Elmwood Community Center
Tecton Project No: WSH02AR

Date: 06.01.2022
Time: 10:00 am
Location: Faxon Library

Attendees:
Bob Palmer  Director, Plant & Facilities Services
Laura Irmscher  Director, Library Services
Bob McCue  Deputy Director, Emergency Management
Eddie Widofsky  Senior Project Manager, Tecton Architects
Antonia Ciaverella  Architectural Designer, Tecton Architects

The following items were discussed:

1. Emergency Management Needs:
   - Small open office area for CERT team of (4) people, part-time, but all hours.
   - Provide card access from the outdoors, possibly from the interior.
   - Meeting area that can be shared with Social Services.
   - Storage room of 400-500 SF for supplies – biggest need – supplies include shelter and training equipment such as: cots, pillows, blankets, medical equipment, wheelchairs, bariatric equipment, chair lifts, etc. Currently, a tractor trailer is used to store equipment on site but it is not weather tight, not covered, and contents are easily damaged. A concrete floor is needed for this location, and could double as the kennel area required for pets.
   - Want access to storage from the office area, and storage area needs direct access to the outside via a rolling door and loading dock.
   - The Town lacks a decent loading dock. This facility could be used as a hub for other deliveries – to unload, break down and redistribute.
   - Prefer to minimize office footprint in order to maximize the program size of shared spaces like the Gym, Cafeteria and Auditorium which would be used in an emergency.
   - Sometimes have to run Town-wide distribution efforts (i.e. PPE drive during COVID) and would like to extend the drive for cueing – enter on S. Quaker and exit on Mayflower, with a gate to prevent drive-throughs at other times
   - Want a covered area, accessible, adjacent to the outdoors/loading for the distribution of supplies to the general public.
   - Generator for the entire building load (heating, cooling, etc.) and ideally natural gas fuel.
   - Sheltering needs: prep kitchen of a similar scale and capability to a school cafeteria, quiet room/zone*, kennel area for pets, showers, TV screens & technology for messaging (closed captioning, multi-lingual).
     - i. Conard is set up well with the Auxiliary Gym being used as the quiet zone.
2. **Shelter vs. Reception Center** discussion:
   - If designated as an emergency shelter, would alleviate issues at other locations such as Conard which lacks showers. Additionally, Conard cannot meet the updated requirements for people sheltering with pets.
   - Elmwood Community Center is currently identified as a shelter for 300 people.
   - A letter from the Justice Department identified needs not met in the existing facilities.

3. **Library Needs**:
   - Prominent entrance and connection to the rest of the building.
   - **Book return** attached to building/inside vestibule (not free-standing, not drive-through).
   - **Hold locker** in vestibule.
   - **Workroom area** with (4) workstations for staff, (1) private office, and storage for book bins, food bags, and other items that arrive here for distribution, worktables.
   - **Staff break room** and toilet
   - **Storage room** for tables, chairs, toys, craft supplies, other supplies
   - (1) **Meeting room** for 15 people (multi-purpose space)
     - Used for: conversation circles, book discussions, ESL, computer classes
   - (1) **Flexible program room** for 20 people
     - Used for: crafting projects, magic shows, story time
     - Needs a sink
   - (2) **Study rooms/pods** for 2-4 people (Noah Webster library as an example)
     - Used for: citizenship assistance
   - (1) **Mother’s room** – could be located nearby in the Community Center space
   - (1) **Family toilet** – gender neutral with changing table in/near children’s area, adjacency to public toilets
   - Adult/Children/Teen distinct areas, but all have: computer(s), collection, seating and tables.
     - In adult area: no fabric, smaller tables, laptop bar
     - In children’s area: area rug, toys, gross motor, manipulatives
   - Storytime area in children’s space – depending on layout & acoustics could be open or separate
   - Welcome Center for citizenship and language needs a zone in the adult collection area – define this with visual cues in the space
   - Career Center needs a zone in the adult collection area, dedicated computer, career and test books located nearby – define this with visual cues
   - Collection area for the following mixture of books, magazines and DVDs: 11,535 (adult), 11,915 (children), 2,300 (teen)
JUNE 1ST PROGRAMMING MEETING - EMERGENCY MGT AND LIBRARY MEETING MINUTES

WSH02AR – Programming Meeting
06.01.2022

i. If the collection needs to reduce in order to keep the shelving low, that is possible
   - Collection area shelving: appropriate shelving for book size, max. 5’ high, kick plate of 10” for adult, display shelving for magazines and other.
   - Computer needs: (8-10) desktops in adult area arranged in a pinwheel seating style ideally near circulation desk. (5) laptops/portable in teen area, (4) desktop computers in children’s area with (2) of those being AWE stations, additional laptops to loan out, docking station for laptop cart ideally near circulation desk.
   - No sliding doors, no carpet in meeting rooms
   - Connections/adjacencies to the Gym and Auditorium spaces
   - Connection/adjacency to the loading dock for book deliveries
   - Connection to the outdoors from the children’s area
   - Makerspace is not needed here

4. **Community Engagement** – the Library can help promote the project. Can put flyers in books on hold, post on the Library info board, partner with Planning & Zoning to use their QR code for surveys, post updates on their website, can add a survey code to their newsletter.

5. **Next Steps**
   - Tentatively planning to meet with the Advisory Committee on Wednesday, June 15th

Submitted by Edward Widofsky, Tecton Architects P.C.

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Meeting Notes
Town of West Hartford - Elmwood Community Center
Tecton Project No: WSH02AR

Date: 06.02.2022
Time: 9:00 am
Location: Elmwood Community Center, Room 24

Attendees:
Bob Palmer  Director, Plant & Facilities Services
Helen Rubino-Turco  Director, Leisure & Social Services
Marc Blanchard  Manager, Leisure Services
Jaime Krajewski  Facility Supervisor, Elmwood Community Center
Eddie Widofsky  Senior Project Manager, Tecton Architects
Antonia Ciaverella  Architectural Designer, Tecton Architects

The following items were discussed:

1.  Community Engagement: connect with Renee McCue. Helen provided a Site Visit Questionnaire – content categories could be helpful as we get into community feedback: components, amenities, offices, aesthetic, general impressions

2.  Expressed interest in visiting the East Hartford Senior Center.

3.  Want the building to be visually pleasing, “the beacon on the hill” but are also balancing sustainability and light pollution – open question about how to make the building attractive at night.

4.  Looking at this site as a 35-acre parcel in total – open question about what it will be named given the location and programming – Beachland?  Mayflower?  Open question about how it will merge with the park.

5.  Discussion about the future use of the Beachland Park house, currently used as offices but envisioned as a rental venue and ice cream parlor/coffee shop. Not part of this scope.

6.  Social Services needs:  
   - Food pantry and (1) Social Worker is anticipated to move into this facility. There are (3-4) part time volunteers
   - Food pantry anticipated to resume operating as self-select, (was curbside during COVID), and will need 15-minute parking.
   - (1) Social Worker office
   - (1) Food Pantry Coordinator office
   - (2) Volunteer Services offices
   - (3) Food Pantry open workstations with dedicated phones for part-time staff
   - Food pantry space to include storage area, sorting area, and self-select area.

7.  Community Center needs:  
   - Gymnasium:
     - High school sized, dividable
ii. Striped for volleyball, pickleball and basketball
iii. Ideally (2) rec-level volleyball courts
iv. Fixed bleacher seating (3-4 tiers), one-side
v. Adjustable height, retractable basketball hoops
vi. Elevated walking/running track

- Gym Storage:
  i. Large storage space for gymnastics mats and equipment, toys, ball bins, indoor soccer goals, Special Olympics training supplies for field hockey and basketball, chairs and tables, etc. Current space is severely lacking adequate storage.

- Fitness Center:
  i. Currently have a small room for seniors only, mostly cardio equipment
  ii. Do not see a need to replicate this. Could see bikes, treadmills located near the running track upstairs
  iii. If a fully programmed fitness center is desired, will need to consider management and maintenance costs – possibly a membership model. Would like to know what other communities in the area have done.

- Rock wall/ropes would be an add-on. Currently not staffed for this function. Could be outdoors to connect to the park.

- Auditorium/Stage/Kitchens:
  i. Stage does not get used often, this function could be minimized or eliminated as there are others in Town. Could have a portable stage.
  ii. Like the ability currently to set up tables and chairs versus fixed seating
  iii. The community currently likes the dance floor feature, room volume and aesthetic of the existing auditorium – and proximity to a kitchen
  iv. Would prefer (2) smaller multi-purpose spaces instead:
     1. (1) Multi-purpose for 200 people (with dividing partition)
     2. (1) Multi-purpose for 100 people
  v. Would like (1) commercial kitchen and (2) heat-and-serve kitchens – dedicating one kitchen to each of the multi-purpose spaces

- Senior Center and Pre-School Programs:
  i. Pre-school programs are generally from 9a-12p and follow the academic calendar, senior center has programming year-round. Summer programs also need classrooms. Evening programs use classrooms.
  ii. Pre-school programs are separate from the Day Care
  iii. Currently use (12) classrooms between the senior center and pre-school programs. Possibly reduce to (10).
  iv. (3-4) classrooms are dedicated to pre-school, the remainder are used by the senior center and flex/multi-purpose uses.
v. Average existing classroom size is 750 SF, and 12-20 people
vi. Each classroom needs storage for tables and chairs used in that space
vii. Consistency of location is important for the seniors, and pre-school needs spaces that are unique to them.

vii. Dedicated pre-school rooms with dedicated or shared toilets
ix. Art room with (3) kilns (used by seniors)
x. Dedicated pickleball, table tennis and billiard rooms (possibly share with Teen Center)
xii. Dance floor is used daily/often by seniors – recreate as a dance studio with wood floor
xiii. Put mirrors in most classrooms for maximum flexibility as fitness or other program spaces

• Teen Center:
i. 700-800 SF in total
ii. Gaming area, soft seating, kitchenette, laptop bar, pool table (possibly shared with billiards in senior center)

• Administration:
i. (3) open workstations for Community Center staff
ii. (1) private office
iii. (2) workstations for Senior Center staff

• Site needs:
i. Outdoor area & indoor waiting room for busses & drivers to recalibrate between routes. This is being provided in exchange for bus access to this site.
ii. Explore a pavilion with bathrooms, kitchenette, fireplace (similar to Nevers Park model in South Windsor)
iii. Outdoor play space for pre-school that is close to entry but secure/protected
iv. Teens currently maintain a raised bed vegetable garden

• General comments:
i. Currently do not have kids coming after school – no bussing available and nothing for parents to do while kids are in activities. But if other amenities were added for parents, could see an increase in after-school use.
ii. Teen Center use is currently minimal
iii. Not every room should receive the same finishes – maximize flexibility
iv. Explore the idea of a coffee shop in the lobby, vendor-run, prepackaged food. Possibly connect with front desk to share staffing roles
JUNE 2ND PROGRAMMING MEETING - LEISURE AND SOCIAL SERVICES MEETING MINUTES

v. Explore indoor play space and outdoor playground (could use Beachwood amenity if not too far away from building)
vi. Explore a teaching kitchen, kitchen that can be rented out
vii. Connect larger rental room to outdoor covered patio
viii. Waiting area for seniors is currently upstairs. Waiting area does not need to be replicated, but seniors do need a place to wait for pick-up
ix. Day Care does not need to be replicated
x. Fully accessible interior and exterior
xi. Welcoming lobby

8. Case Studies/Possible Tours:
   - Farmington Sports Arena (FSA) – provides activities/gym space for parents while their kids are in programs
   - Jewish Community Center (JCC) – elevated track, open play structure with mesh nets and ball pit
   - Mansfield Community Center – elevated track, would like to know the size of their gym
   - Human Services Facility in Bloomfield – large multi-purpose space that is dividable, chairs for seniors that are a modern aesthetic, rental room with patio
   - Ridgefield Community Center – variety of floor surfaces for maximum flexibility
   - Plainville YMCA – example of membership model/Kids Zone

9. Next Steps:
   - Tecton should tour Town Hall to see Food Pantry operation, storage cage for Emergency Management, and large event space.
   - Tentatively planning to meet with the Advisory Committee on Wednesday, June 15
   - Celebrate West Hartford event on June 11-12

Submitted by Edward Widofsky, Tecton Architects P.C.

Statements presented are the writer’s interpretation and understanding of the various discussions held and the conclusions reached. Other participants are requested to review the statements contained herein and advise the office of Tecton Architects P.C. within five (5) calendar days of any errors or omissions.
JULY 6TH WORKING GROUP AGENDA

Functional Program Development and Facility Feasibility Study for New Elmwood Community Center
West Hartford, CT
Tecton Project No. WSH02AR
July 6, 2022

Working Group Agenda Items:
1. Team Introductions – Role & Responsibility
2. Recap of Advisory Committee Meeting
   a. Follow up activity ("must haves" and "nice to haves")
   b. Committee members who weren't in attendance
   c. Review of the "what's missing" list
3. Review of Program Document
   a. Spaces
   b. Quantities
   c. Sizes
   d. Sharing of space
   e. Possible additions to program (e.g. daycare)
   f. Overall project size and budget
4. Arrangement of Spaces
   a. Adjacencies
   b. Entrances
5. Use of Existing Building
6. Next Steps
   a. Open Floor/Comments ~ New Business
   b. Communications Group meeting
   c. Town Council Sub-Committees
   d. Test Fits
**JULY 6TH WORKING GROUP MEETING MINUTES**

**Meeting Notes – Working Group Meeting**
Town of West Hartford - Elmwood Community Center
Tecton Project No: WSH02AR

Date: 07.06.2022
Time: 9:00 am
Location: West Hartford Town Hall

**Attendees:**
[x] present, [ ] absent

| x | Rick Ledwith | Town Manager |
| x | Bob Palmer | Director, Plant & Facilities Services |
| x | Catherine Diviney | Energy Specialist, Plant & Facilities Services |
| x | Helen Rubino-Turco | Director, Leisure and Social Services |
| x | Marc Blanchard | Manager, Leisure Services |
| x | Jaime Krajewski | Facility Director, Elmwood Community Center |
| x | Rebecca Sears | Facility Director, Elmwood Senior Center |
| x | Laura Irmscher | Director, Library Services |
| x | Todd Dumais | Town Planner |
| | Jeff Wyzynski | Principal, Tecton Architects |
| x | Eddie Widofsky | Senior Project Manager, Tecton Architects |
| x | Ernest Nepomuceno | Senior Designer, Tecton Architects |
| | Antonia Ciaverella | Architectural Designer, Tecton Architects |
| | Lucien Dragulski | MEP Engineer, Bemis Associates |

The following items were discussed:

1. Feedback was received regarding the Senior Center program element and concern over square footage. Suggestion is to meet with them to better understand space utilization and opportunities for sharing.

2. Regarding the Advisory Committee prioritization exercise, create a clear list of “will haves” for the major elements and then request their “must haves” and “nice to haves”.

3. The current direction is resulting in approximately 80,000 SF of built space at approximately $500/SF – hard construction costs

4. Feedback on program areas:
   - Seems there are not enough toilets
   - Add an administrative offices space, also space for a programming director
   - Senior Center must have access to a ping-pong/card (all purpose) room, health room, offices, restrooms, kitchenette, art room
   - Need a quiet room of approximately 350 SF

5. A review of the “What’s Missing?” brainstorm list generated at the first Advisory Committee identified items that are within or not within the scope of this project.
JULY 6TH WORKING GROUP MEETING MINUTES

WSH02AR – Working Group Meeting Minutes
07.06.2022

Submitted by Edward Widofsky, Tecton Architects P.C.

Statements presented are the writer's interpretation and understanding of the various discussions held and the conclusions reached. Other participants are requested to review the statements contained herein and advise the office of Tecton Architects P.C. within five (5) calendar days of any errors or omissions.
JULY 27TH WORKING GROUP AGENDA

Functional Program Development and Facility Feasibility Study for New Elmwood Community Center
West Hartford, CT
Tecton Project No. WSH02AR
July 27, 2022

Working Group Agenda Items:
1. Advisory Committee
   a. Recap of feedback received
   b. Groups who have not yet responded
2. Review of Program Document
   a. Spaces: quantities, sizes
   b. Sharing of space
   c. Overall project size and budget
3. Project Schedule
   a. Advisory Committee
   b. Town Council, including Sub-Committees
   c. Community Events: Beachland, Farmer’s Market, Community Forums
   d. Agenda for upcoming Working Group meetings
4. Content for Final Report (table of contents)
   a. Meeting minutes
   b. Program documents
   c. Summaries of events, including presentations given and photos
   d. Collection of distributed media (see Item 6 below)
   e. Opinion on use of Existing 100 Mayflower Building
   f. Design options
   g. Estimates
   h. Final plan/rendering
5. Communications Committee
   a. Social media
   b. Web site
   c. Email
   d. Newsletter
   e. Physical materials
6. New Business, Next Steps

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Meeting Notes – Working Group Meeting  
Town of West Hartford - Elmwood Community Center  
Tecton Project No: WSH02AR

Date: 07.27.2022  
Time: 9:00 am  
Location: West Hartford Town Hall

Attendees:  
[x] present, [ ] absent

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The following items were discussed:

1. Rick will email the Advisory Committee to collect any outstanding “Must Haves, Nice to Haves” that have yet to be delivered
2. Create a diagram that illustrates the shared spaces and how these compare to the existing inefficient spaces currently existing
3. Discussion about if the summer camps need to happen on-site at the Community Center, or if a school could be identified. The benefits to on-site programs exist for both families and staffing:
   • Becomes a “one-stop shop” for parents for children of all ages, with amenities for parents
   • Would be in proximity to Beachland where summer camps currently take place
   • Easiest to oversee staff and campers when co-located with Admin
   • Have over 400 kids in day camp across Town, at 90% capacity
   • If space became tight, would prefer to see a slight reduction in each rooms’ total SF rather than the quantity of individual rooms – the creation of “centers” is critical to the summer camp program
4. Tecton is requested to speak before HCS and CPED Town Council Subcommittees on 8/17/2022.
5. Next Steps include bubble diagrams which will inform the conceptual plans, a revised program, and a program narrative.
6. Aim for mid-to-late September for a public workshop at the ECC Auditorium, with another towards the end of October.
7. List out the challenges with the existing building to summarize Tecton’s site analysis phase.
8. Involve the Town’s Director of Equity Advancement, Roszena Haskins.

Submitted by Antonia Ciaverella, Tecton Architects P.C.

Statements presented are the writer’s interpretation and understanding of the various discussions held and the conclusions reached. Other participants are requested to review the statements contained herein and advise the office of Tecton Architects P.C. within five (5) calendar days of any errors or omissions.
AUGUST 17TH WORKING GROUP AGENDA

Functional Program Development and Facility Feasibility Study for New Elmwood Community Center
West Hartford, CT
Tecton Project No. WSH02AR
August 17, 2022

Working Group Agenda Items:

1. Precedent Projects
   a. Create a list and compare locally
2. Advisory Committee
   a. Review of final “Must Haves, Nice to Haves” lists
3. Review of Program Areas
   a. Spaces: quantifies, sizes
   b. Sharing of space
   c. Functional layout
   d. Overall project size and budget
4. Design for Freedom
   a. Opportunities for the project to consider
5. Communications
   a. TV program – interview style recording (~20 mins) with WHICH
   b. Translating our flyers
6. New Business, Next Steps
AUGUST 17TH WORKING GROUP MEETING MINUTES

Meeting Notes – Working Group Meeting
Town of West Hartford - Elmwood Community Center
Tecton Project No: WSH02AR

Date: 08.17.2022
Time: 9:00 am
Location: West Hartford Town Hall

Attendees:
[x] present, [ ] absent

- Rick Ledwith, Town Manager
- Bob Palmer, Director, Plant & Facilities Services
- Catherine Diviney, Energy Specialist, Plant & Facilities Services
- Helen Rubino-Turco, Director, Leisure and Social Services
- Marc Blanchard, Manager, Leisure Services
- Jaime Krajewski, Facility Director, Elmwood Community Center
- Rebecca Sears, Facility Director, Elmwood Senior Center
- Laura Irmischer, Director, Library Services
- Todd Dumais, Town Planner
- Jeff Wyszynski, Principal, Tecton Architects
- Eddie Widofsky, Senior Project Manager, Tecton Architects
- Ernest Nepomuceno, Senior Designer, Tecton Architects
- Antonia Ciaverella, Architectural Designer, Tecton Architects
- Melissa Roy, Director of Business Development, Tecton Architects
- Lucien Dragulski, MEP Engineer, Bemis Associates

The following items were discussed:

1. A questionnaire was developed and utilized by the group to analyze precedent projects, continue to grow this list to understand if there are other national/international precedents for this type of project.

2. Programmatic discussions included:

   - There needs to be a stage included – it is currently missing. Ideally also connected to space with a warming kitchen.

   - Continued conversation around 10-week summer programs and the shared spaces between Community Center and Senior Center. Bishop’s Corner Senior Center can be utilized.

   - Splitting the Library over two floors is a challenge – preference is to have all collections and program areas on the same level for ease of supervision, but need a presence on the main level if the Library occurs upstairs. Could be a mezzanine if the sight lines work (similar to current Noah Webster). If there is a second floor Library presence, consider and outdoor deck.

   - Library would like adjacency to loading dock and/or elevator for deliveries, ideally the workroom is close as well

   - Discussion about the number of elevators. Two would be helpful. Current struggle with one elevator at ECC – slow elevator, long wait times.
AUGUST 17TH WORKING GROUP MEETING MINUTES

WSH02AR – Working Group Meeting Minutes
08.17.2022

- The courtyard space in Bloomfield Senior Center is attractive and works well – look to this project for inspiration, though courtyards in schools are problematic to maintain – underutilized. Perhaps focus on covered patio spaces instead
- Outdoor areas can also be used by Library and preschool program, and summer camp can take advantage of outdoor areas as “centers”
- Would appreciate having a kitchen in close proximity to an outdoor space
- Consider separate entries for each major program area
- Likely no coolers for Food Pantry space. Ensure this area is discreet with some parking

3. Design for Freedom
- Would like to learn more, seems like a good fit with their sustainable goals. Melissa to follow up with additional information and an introduction to Grace Farms. Involve the Director of Equity Advancement.

4. Collaborate with Laura to see if the flyers can be translated into other languages represented across Town.

5. Next Steps
- Reach out to Planning and Zoning to see what is possible in the 150’ regulated wetland areas
- Develop questions/script for TV collaboration with West Hartford Community Interactive (WHCI), likely a 20-minute interview-style program. In addition to a TV broadcast, this will be posted to YouTube and can be linked on our project website.
- Upcoming event on 9/14 will be formatted as follows:
  i. 5-7PM gallery style/open house
  ii. 7PM presentation followed by Q&A
- Target October 24 or 26 for next event

Submitted by Antonia Ciaverella, Tecton Architects P.C.

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SEPTEMBER 7TH WORKING GROUP AGENDA

Functional Program Development and Facility Feasibility Study for New Elmwood Community Center
West Hartford, CT
Tecton Project No. WSH02AR
September 7, 2022

Working Group Agenda Items:
1. Upcoming Events and Goals for Each
   a. 9/8 Library Staff
   b. 9/8 Senior Coffee Chat
   c. 9/9 Design for Freedom Pilot Program
   d. 9/14 Public Workshop #2
   e. 9/22 Advisory Committee
   f. 9/28 Working Group
   g. 10/6 Virtual Q&A Event
   h. 10/19 Working Group
   i. 10/26 Public Workshop #3
   j. 10/27 Advisory Committee
   k. 11/9 Working Group
2. Recording Session with WHCI
3. Town Council Committee
4. Review of Schemes
5. Report: first draft 9/28, table of contents below
   a. Executive Summary
   b. Project Understanding & Context
      i. Materials from interview presentation on site location, West Hartford community, etc.
      ii. Macro map of Elmwood
      iii. Precedent projects
   c. Existing Conditions & Site Analysis
      i. 2-3 page summary
      ii. Site analysis info from the interview presentation
      iii. Test-fits of how the site will look
   d. Programming
      i. List of spaces + ed spec narrative
      ii. Meeting Minutes and each major iteration of program chronologically ordered by date of feedback comments received
   e. Public Outreach
      i. Flyers
      ii. Events
      iii. Presentations
SEPTEMBER 7TH WORKING GROUP AGENDA

Functional Program Development and Facility Feasibility Study for New Elmwood Community Center
West Hartford, CT
Tecton Project No. WSH02AR
September 7, 2022

iv. Surveys/Feedback
v. Social Media Posts/Website
f. Scheme Development
   i. Iterations of schemes, floor plans
   ii. Final scheme with rendering(s)
   iii. Estimates

6. Communications
   a. Social media
   b. Website
   c. Email
   d. Newsletter
   e. Physical materials

7. New Business, Next Steps
SEPTEMBER 7TH WORKING GROUP MEETING MINUTES

Meeting Notes – Working Group Meeting
Town of West Hartford - Elmwood Community Center
Tecton Project No: WSH02AR

Date: 09.07.2022
Time: 9:00 am
Location: West Hartford Town Hall

Attendees:
[x] present, [ ] absent

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The following items were discussed:

1. Tecton is invited to the West Hartford Library’s Staff Day. All departments will be represented. Give an overview of the project, work to date, and invite their ideas/feedback. 15-20 min presentation, followed by 40-45 min brainstorming activity.

2. The seniors identified the need for dedicated space, a covered entry, quiet spaces though some multi-generational opportunities, among others needs like additional evening programs for working seniors. Clarified that the gym can be sub-divided for multiple uses. Concern about summer. Between planned additional outdoor spaces for camp (i.e. Pavilion), and Bishop’s Corner, Town Hall there is room for everyone.

3. Programmatic comments included:
   - Need a kitchen at both the Medium and Large Multi-Purpose rooms
   - Teen Center on the second floor is fine, but needs proximity to fitness
   - Library must not be lost on the second floor. Make the stair open and glassy. The sharp pointed shape is challenging – soften to a curve. Include display space on the first floor.
   - Missing spaces for the Community Center: Room 212 equivalent, Room 18 equivalent, Dance studio, Room 110 equivalent
   - Utility spaces are also missing – noted that they are incorporated programatically (space is budgeted and accounted for) but not shown on plan. This exercise was for big-picture adjacencies
SEPTEMBER 7TH WORKING GROUP MEETING MINUTES

WSH02AR – Working Group Meeting Minutes
09.07.2022

- Likely there wants to be a fitness center, in addition to the stations around the track
- Moving forward at this stage with two elevators. Incorporate stroller parking area.

4. Identified other sites to visit: East Hartford Senior Center and Mansfield Community Center

5. For public outreach, include information in the Library newsletter, and create a “hub” in each location (ECC, ESC, and Faxon) for printed materials. Develop a one-pager about the project for distribution

6. Tecton is requested to follow up with Town Council in October.

Submitted by Antonia Ciaverella, Tecton Architects P.C.

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SEPTEMBER 28TH WORKING GROUP AGENDA

Functional Program Development and Facility Feasibility Study for New Elmwood Community Center
West Hartford, CT
Tecton Project No. WSH02AR
September 28, 2022

Working Group Agenda Items:

1. Review of Schemes
   a. Options 1-3 and feedback from Public Workshop #2
   b. Options 1a, 2a, 3a
   c. Option 2b and feedback from October Advisory Committee
   d. Further review and refinement
   e. Format for ultimate option

2. Upcoming Events and Goals for Each
   a. 9/29 Town Planner
   b. 10/6 Virtual Q&A Event
   c. 10/19 Working Group
   d. 10/26 Public Workshop #3
   e. 10/27 Advisory Committee
   f. 11/3 Chamber of Commerce
   g. 11/9 Working Group
   h. TBD Town Council CPED and HCSC Subcommittees
      i. Specific date/format for submission to Town Council

3. Communications
   a. Recording session with WHCI
   b. FAQs
   c. Flyer for 10/6 virtual event
   d. Bulletin board headers for ECC/SC, Faxon
   e. Live voting for initial box diagrams

4. Budget

5. New Business, Next Steps
Meeting Notes – Working Group Meeting
Town of West Hartford - Elmwood Community Center
Tecton Project No: WSH02AR

Date: 09.28.2022
Time: 9:00 am
Location: West Hartford Town Hall

Attendees:
[x] present, [ ] absent

- Rick Ledwith: Town Manager
- Bob Palmer: Director, Plant & Facilities Services
- Catherine Diviney: Energy Specialist, Plant & Facilities Services
- Helen Rubino-Turco: Director, Leisure and Social Services
- Marc Blanchard: Manager, Leisure Services
- Jaime Krajewski: Facility Director, Elmwood Community Center
- Rebecca Sears: Facility Director, Elmwood Senior Center
- Laura Irmscher: Director, Library Services
- Todd Dumais: Town Planner
- Jeff Wyszynski: Principal, Tecton Architects
- Eddie Widofsky: Senior Project Manager, Tecton Architects
- Ernest Nepomuceno: Senior Designer, Tecton Architects
- Antonia Ciaverella: Architectural Designer, Tecton Architects
- Melissa Roy: Director of Business Development, Tecton Architects
- Lucien Dragulski: MEP Engineer, Bemis Associates

The following items were discussed:

1. Reviewed the comments received from the public meeting. Some of the major discussion points were existing vs. new, different locations of program and building on the site. Not much support for reuse of the existing. Option 2 (L-Shape) was well received because of the program placement but wanted the building closer to the property line as shown in Option 3. The difficulty with Option 3 was the placement of all Flex Space upstairs, and the public desired to see more of this on the ground level.

2. Programmatic discussion included the following:
   - Discussion about safety and security, balanced with dedicated entries. The number of entries should be carefully considered for administrative operation and cost.
   - Discussion about what it would take to split the Gym into thirds versus halves. A consideration, but might offer less usable space.
   - A separate drop-off is desired for the Preschool Program Areas
   - Teen Center wants to be near Fitness/Gym but also the Library
   - Library needs “seed” space/display on the main level
   - Need to ensure enough storage space especially for large furniture items like ping-pong tables, chairs, etc. Currently not enough storage in the existing building and these items are in corners of rooms/hallways
Schools have great stages, but there is a lot of competition for them. The stage at ECC is used often because it is mostly available. A double-sided stage may not be needed. The preference may be for single-sided with backstage area.

- Recreate any parking that currently exists at both locations (Faxon and ECC/ESC) as well as any parking displaced by proposed site layout at Beachland, and then add more spaces. Beachland is full of picnic-goers during the summer. Like the idea of reinforced turf for overflow parking. The pool area may want to be connected with the preschool drop-off and additional parking in this area.

- Entry-only from S. Quaker, and two-way on Mayflower. This is suggested as a means of minimizing congestion at Trout Brook Trail.

- When identifying areas for future expansion, building another story would not be the preferred direction.

- There will be a generator, and the preference would be natural gas but there may not be enough pressure. Would like solar and battery option if possible.

- Need to identify the requirements for CT Transit – this will be a discussion with engineering.

- Consider splitting the main kitchen near the multipurpose room in two – so the Senior Center and Preschool can both use the space. Senior Center will require a commercial fridge and freezer.

3. As the budget develops, ensure that geothermal and sustainable strategies (commissioning, etc) are included.

4. There is a facility in Rochester, NY (Chili Community Center: https://www.passero.com/projects/chili-community-center-library-senior-center-and-parks-complex) that the team identified as another precedent project. See if we can arrange a virtual tour.

- This is a Community Center/Senior Center/Library project. Research if there are others locally/regionally/nationally.

5. Tecton is invited to present to the Chamber of Commerce on 11/3.

6. Develop a FAQ’s one-pager for the community.

7. WHCI interview is still being edited.

8. Discussion around the voting of options on the website. Like the voting on the Library website for block diagrams, but see if we can link the ECC/ESC sites to direct folks to the vote. Spread the word also through the Library newsletter and Town outlets.

Submitted by Antonia Ciaverella, Tecton Architects P.C.

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SEPTEMBER 29TH TOWN PLANNER AGENDA

Functional Program Development and Facility Feasibility Study for New Elmwood Community Center
West Hartford, CT
Tecton Project No. WSH02AR
September 29, 2022

Town Planner Agenda Items:

1. Wetlands, Regulated Areas
   a. Limits
   b. Permitted development: fields, parking, etc.

2. Existing Conditions
   a. Due diligence reports
   b. Survey
   c. Availability of utilities and locations

3. Beachland Park
   a. Maintenance of existing amenities
   b. Relief at property line

4. Parking/Traffic
   a. Existing traffic/parking at Beachland Park
   b. Connections to Mayflower Street, Quaker Lane, turning lanes
   c. CT Transit
   d. Pedestrian access

5. Lot Coverage

6. Other Agencies to Contact
SEPTEMBER 29TH TOWN PLANNER MEETING MINUTES

Meeting Notes – Meeting with Town Planner
Town of West Hartford - Elmwood Community Center
Tecton Project No: WSH02AR

Date: 09.29.2022
Time: 1:30 pm
Location: West Hartford Town Hall – Engineering Conference Room

Attendees:
[x] present, [] absent

- Helen Rubino-Turco, Director, Leisure and Social Services
- Todd Dumais, Town Planner
- Greg Sommer, Town Engineer
- Eddie Widofsky, Senior Project Manager, Tecton Architects

The following items were discussed:

1. Greg will look for any existing due diligence reports for the 100 Mayflower property
2. CT Transit requires turn-around and layover space. Possibly a changing station. Unsure at this point if one or two resting spots would be preferred; will depend on the route which has yet to be determined
3. No idling will be allowed
4. Unsure at this point what types of busses will be on this route
5. The 100 Mayflower site will combine with Beachland Park to become one unified property, so the property line and lot coverage should not be an issue
6. At this phase, there are no other agencies to contact
7. Unsure if there should be a wetlands delineation. This group is of the opinion that work could be done in the regulated area potentially with an approval. There is nothing existing on site that suggests that these areas are true wetlands, but the Town has an on-call contract and can bring in that professional firm (SLR) to investigate.
8. Agree to add a loop on the north side, but not connect around the building
9. The team can set the number of parking spaces as they see fit. A good starting point is to replace what exists.
10. Discussion about where to enter/exit and how the vehicular traffic moves through the pedestrian site of Beachland Park. Discussed entry from both sides (S. Quaker and Mayflower) with exit to Mayflower. Need to control traffic through the park with stop signs, speed bumps, curves, etc.
11. Crossing Trout Brook will be expensive
12. Lighting stops past community center parking

Submitted by Edward Widofsky, Tecton Architects P.C.

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OCTOBER 19TH WORKING GROUP AGENDA

Functional Program Development and Facility Feasibility Study for New Elmwood Community Center
West Hartford, CT
Tecton Project No. WSH02AR
October 19, 2022

Working Group Agenda Items:
1. Review of Schemes
2. Upcoming Events and Goals for Each
   a. 10/25 Town Council CPED and HCSC Subcommittees
   b. 10/26 Public Workshop #3
   c. 10/27 Advisory Committee
   d. 11/3 Chamber of Commerce
   e. 11/9 Working Group
   f. TBD Town Council
3. Communications
   a. Recording session with WHCI
   b. FAQs
   c. Results of live voting
4. Precedent Projects, Budget/Estimate
5. New Business, Next Steps
OCTOBER 19TH WORKING GROUP MEETING MINUTES

Meeting Notes – Working Group Meeting
Town of West Hartford - Elmwood Community Center
Tecton Project No: WSH02AR

Date: 10.19.2022
Time: 9:00 am
Location: West Hartford Town Hall

Attendees:
[x] present, [ ] absent

- x Rick Ledwith
  Town Manager
- x Bob Palmer
  Director, Plant & Facilities Services
- x Catherine Diviney
  Energy Specialist, Plant & Facilities Services
- x Helen Rubino-Turco
  Director, Leisure and Social Services
- x Marc Blanchard
  Manager, Leisure Services
- x Jaime Krajewski
  Facility Director, Elmwood Community Center
- x Rebecca Sears
  Facility Director, Elmwood Senior Center
- x Laura Imscher
  Director, Library Services
- x Todd Dumais
  Town Planner
- x Jeff Wyszynski
  Principal, Tecton Architects
- x Eddie Widofsky
  Senior Project Manager, Tecton Architects
- x Ernest Nepomuceno
  Senior Designer, Tecton Architects
- x Antonia Ciaverella
  Architectural Designer, Tecton Architects
- x Melissa Roy
  Director of Business Development, Tecton Architects
- x Lucien Dragulski
  MEP Engineer, Bemis Associates

The following items were discussed:

1. Reviewed the conceptual plans and noted that stacking toilets floor to floor would be ideal
2. The current conceptual plan is approximately 77,000 SF without building infrastructure spaces. Likely will grow to 80,000 or above. Continue to explore ways to make the plan and circulation more efficient
3. Emphasis again on parking, and the need to improve from what exists today, and account for any lost parking at Beachland
4. If there was a building addition, or another program in the future, identify where this would occur in plan
5. Final Report format and outline is approved, Tecton will continue working to develop a draft for the next working group meeting
6. In all upcoming presentations, be sure to include the sustainable goals
7. Tecton will use Enterprise to provide a ROM estimate
8. Tecton is requested to present to Town Council on 12/13/22 for the conclusion of the feasibility study

Submitted by Edward Widofsky, Tecton Architects P.C.

Statements presented are the writer’s interpretation and understanding of the various discussions held and the conclusions reached. Other participants are requested to review the statements contained herein and advise the office of Tecton Architects P.C. within five (5) calendar days of any errors or omissions.
NOVEMBER 9TH WORKING GROUP AGENDA

Functional Program Development and Facility Feasibility Study for New Elmwood Community Center
West Hartford, CT
Tecton Project No. WSH02AR
November 9, 2022

Working Group Agenda Items:
1. Review of Draft Report
2. Town Council
   a. Follow up to CPED and HCSC Committees
   b. Agenda for December 13 meeting
   c. Format for presentation
   d. Advance materials
3. Communications
   a. Recording session with WHCI
   b. FAQs
   c. Additional materials to be published
4. Ongoing Tecton Efforts
   a. Estimate
   b. Rendering
   c. Project imagery
5. New Business
Meeting Notes – Working Group Meeting
Town of West Hartford - Elmwood Community Center
Tecton Project No: WSH02AR

Date: 11.09.2022
Time: 9:00 am
Location: West Hartford Town Hall

Attendees:
[x] present, [ ] absent

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<td>MEP Engineer, Bemis Associates</td>
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</tbody>
</table>

The following items were discussed:

1. The December 13th Town Council meeting agenda was full so the suggestion was to move this discussion to January 10th.
2. Helen is continuing to work with WHCI to edit and finalize the TV interview.
3. The FAQs draft was circulated and is under review.
4. Discussion about the two properties and the logistics of operation. Beachland Park may fall under different guidelines than the 100 Mayflower property for use in the evening. Further conversations are required with Town officials.
5. Discussion about revisiting local Senior Centers and Community Centers. Discussion about a visit or interview with the Chili Community Center in New York. Allocation of dedicated versus shared square footage would be important to note.
6. Discussion about the Library, and while relevant for all program areas it was especially true of the Library – this is not meant to be a replication but rather a reinvention of these spaces. The square footage will likely not be a like-to-like comparison, but the quality of those spaces will be much improved.
7. The January 10th presentation to Town Council will be key information prior to the CIP budget in Spring. Town Council will approve the completion of the report. The working group will meet again in 2023 prior to January 10th to prepare.
## JULY 19TH PROGRAM SUMMARY

### Program Matrix

**Summary:** Proposed Architectural Program

**New Community Center & Library**

- **Project Address:** West Hartford, CT
- **Site Area:** 8.54 acres
- **Project Status:** Revised 07-01-2022

### Functional Program Development & Facility Feasibility Study

**New Elmwood Community Center - Town of West Hartford**

**JULY 19TH PROGRAM SUMMARY**

### Adjacencies

1. **Open Office**:
   - QTY: 4
   - UNIT: CERT
   - SF: 1080
   - Notes: 4 workstations for SC FT staff (4) workstations and (2) offices

2. **Conference Room**:
   - QTY: 2
   - UNIT: CERT
   - SF: 1080
   - Notes: 3 workers + 2 offices

3. **Break Room**:
   - QTY: 1
   - UNIT: CERT
   - SF: 1080
   - Notes: No break room

4. **Food Pantry Sorting Area**: 1
   - UNIT: CERT
   - SF: 1080
   - Notes: 1200 SF

5. **Food Pantry Storage**: 1
   - UNIT: CERT
   - SF: 1080
   - Notes: 380 SF

6. **Food Pantry Coordinator Office**: 1
   - UNIT: CERT
   - SF: 1080
   - Notes: 120 SF

7. **Health Screening Room**: 1
   - UNIT: CERT
   - SF: 1080
   - Notes: 82 SF

8. **Ceramics Studio**: 1
   - UNIT: CERT
   - SF: 1080
   - Notes: 482 SF

9. **Commercial Kitchen**: 1
   - UNIT: CERT
   - SF: 1080
   - Notes: 718 SF (Basement), 721 SF (1st FL)

10. **Special Olympics Storage**: 1
    - UNIT: CERT
    - SF: 200
    - Notes: 131 SF

11. **Gym Storage**: 1
    - UNIT: CERT
    - SF: 600
    - Notes: 126+127+225 = 478 SF

### Abbreviations

- **GP:** General Public
- **CC:** Community Center
- **LB:** Library
- **SC:** Senior Center
- **TC:** Teen Center
- **SS:** Social Services
- **EM:** Emergency Management

### Abbreviations Matrix

<table>
<thead>
<tr>
<th>QTY</th>
<th>UNIT</th>
<th>SF</th>
<th>TOTAL SF</th>
<th>SHARED WITH</th>
<th>HOURS USED</th>
<th>Notes</th>
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### 165 appendix

Prepared by Tecton Architects

December 2022
### Appendix

#### Development of the Program

### July 19th Program Summary

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**New Elmwood Community Center - Town of West Hartford**

**Functional Program Development & Facility Feasibility Study**

**Development of the Program**

**7 Appendix**

**SEPTMBER 9TH PROGRAM SUMMARY**

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</table>

**Prepared by Tecton Architects**

**December 2022**

**New Elmwood Community Center - Town of West Hartford**

**Adjacencies:**

- Small Multi-Purpose Center: Youth & Adult Programs capacity: 12-20 people, dance/yoga, incl. storage
- Track Above w/ Weight Stations
- Vestibule (with Book Return): air lock, bulletin board space, table space, book return
- Gymnasium (divides into 3 spaces)
- Separate Entry, Covered Drop-Off: Clear signage, automatic doors
- Copy/Break Room
- Comm. Center Office Storage
- Activity Rooms
- Comm. Center Multi-Purpose Storage
- Large Multi-Purpose (divides into 2)
- Event Spaces
- Vestibule
- Office Storage
- Senior Center
- Special Needs Private Office: 120
- Administration
- Health Screening Room
- Teen Center
- Library
- Art Studio with (2) Storage Closets
- Activity Rooms
- Multi-Purpose Storage
- Large Multi-Purpose (divides into 2)
- Senior Center
- Climbing Wall / Ropes

**FLEX SCIENCES - Revised: 09.06.2022**

**Project Gross Square Feet:** (TBD)

**Site Acreage:** 8.54 acres

**New Community Center & Library**

**Summary:** Proposed Architectural Program

**Athletics**

- Gymnasium (divides into 3 spaces): Summer Camp Center, Pickleball, Busy Bees, Special Olympics: Gym dimensions: 84'x50' with 10' sidelines (HS size)

**Program Matrix**

<table>
<thead>
<tr>
<th><strong>TOTAL</strong></th>
<th><strong>SUMMER USE (10 wks)</strong></th>
<th><strong>REGULAR USE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>4,775</td>
<td>5,100</td>
<td>4,100</td>
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</tbody>
</table>

**SEE FLEX SPACES**

**SEE SITE AND OUTDOOR AMENITIES**
# SEPTEMBER 9TH PROGRAM SUMMARY

<table>
<thead>
<tr>
<th>QTY</th>
<th>UNIT</th>
<th>SF</th>
<th>TOTAL SF</th>
<th>REGULAR USE</th>
<th>Notes</th>
</tr>
</thead>
</table>

## Functional Program Development & Facility Feasibility Study

### New Elmwood Community Center - Town of West Hartford

**Development of the Program**

---

Prepared by Tecton Architects
December 2022
### SEPTEMBER 9TH PROGRAM SUMMARY

#### Functional Program Development & Facility Feasibility Study

#### New Elmwood Community Center - Town of West Hartford

#### Development of the Program

<table>
<thead>
<tr>
<th>Category</th>
<th>QTY</th>
<th>UNIT SF</th>
<th>TOTAL SF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Children's Collection Display Area</strong></td>
<td>1</td>
<td>200</td>
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<tr>
<td><strong>Computer Center</strong></td>
<td>1</td>
<td>200</td>
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<tr>
<td><strong>Seating Area</strong></td>
<td>1</td>
<td>250</td>
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</tr>
<tr>
<td><strong>Storytime Area</strong></td>
<td>1</td>
<td>500</td>
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</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>2,200</td>
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</tr>
<tr>
<td><strong>Circulation Area</strong></td>
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<tr>
<td><strong>Circulation Desk</strong></td>
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<td><strong>Workstation</strong></td>
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<tr>
<td><strong>Book Storage</strong></td>
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<td>80</td>
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</tr>
<tr>
<td><strong>Chrome Book Charging Carts</strong></td>
<td>1</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>405</td>
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<tr>
<td><strong>Support Spaces</strong></td>
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<td></td>
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</tr>
<tr>
<td><strong>Family Toilet</strong></td>
<td>1</td>
<td>60</td>
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</tr>
<tr>
<td><strong>General Storage</strong></td>
<td>1</td>
<td>200</td>
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<tr>
<td><strong>Water Fountain with Bottle Filler</strong></td>
<td>1</td>
<td>0</td>
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</tr>
<tr>
<td><strong>Vestibule</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Lobby</strong></td>
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<td></td>
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</tr>
<tr>
<td><strong>Welcome Desk / Coffee Bar</strong></td>
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<td></td>
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<tr>
<td><strong>Indoor Play Area</strong></td>
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</tr>
<tr>
<td><strong>Public Toilets</strong></td>
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</tr>
<tr>
<td><strong>Single User Toilets</strong></td>
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<tr>
<td><strong>Mother's Room</strong></td>
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</tr>
<tr>
<td><strong>Loading Dock</strong></td>
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<tr>
<td><strong>Outdoor Spaces</strong></td>
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<td></td>
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<tr>
<td><strong>Pollinator Garden</strong></td>
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</tr>
<tr>
<td><strong>Community Flowerbeds</strong></td>
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<tr>
<td><strong>Raised Garden Beds</strong></td>
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<tr>
<td><strong>Outdoor Movie Area</strong></td>
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<tr>
<td><strong>Amphitheater</strong></td>
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</tr>
<tr>
<td><strong>Pavilion</strong></td>
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<td></td>
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<tr>
<td><strong>Playground</strong></td>
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<td></td>
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</tr>
<tr>
<td><strong>Nature Trails</strong></td>
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</tr>
<tr>
<td><strong>Bicycle Parking</strong></td>
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<tr>
<td><strong>EV Charging Stations</strong></td>
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<tr>
<td><strong>Accessible Parking</strong></td>
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<tr>
<td><strong>General Parking</strong></td>
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<tr>
<td><strong>WiFi Connectivity (outdoors)</strong></td>
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<tr>
<td><strong>Total</strong></td>
<td>1</td>
<td>2,605</td>
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<tr>
<td><strong>Total W/Shared</strong></td>
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#### Building Services

<table>
<thead>
<tr>
<th>Category</th>
<th>QTY</th>
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<tr>
<td><strong>MDF</strong></td>
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<tr>
<td><strong>IDF</strong></td>
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<tr>
<td><strong>Main Electrical Room</strong></td>
<td>1</td>
<td>300</td>
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<tr>
<td><strong>Sub Electrical Room</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Stairs First Floor</strong></td>
<td>3</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td><strong>Stairs Second Floor</strong></td>
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<td>400</td>
<td></td>
</tr>
<tr>
<td><strong>Elevator First Floor</strong></td>
<td>2</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td><strong>Elevator Second Floor</strong></td>
<td>2</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td><strong>Elevator Machine Room</strong></td>
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<td>25</td>
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<tr>
<td><strong>Mechanical Room</strong></td>
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<td>650</td>
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<tr>
<td><strong>Janitor Closet</strong></td>
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<td>80</td>
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</tr>
<tr>
<td><strong>Central Storage</strong></td>
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<td>400</td>
<td></td>
</tr>
<tr>
<td><strong>Loading Dock / Receiving</strong></td>
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<td>200</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1</td>
<td>4,775</td>
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#### SUMMARY

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<td><strong>Net SF</strong></td>
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<td><strong>Circulation Factor</strong></td>
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<td><strong>FLOOR AREA</strong></td>
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<tr>
<td><strong>TOTAL GROSS SF</strong></td>
<td>84,743</td>
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**Existing ECC:** 53,600

**Existing Faxon:** 12,435

**Existing at 100 Mayflower:** 51,800
The problem
Global laws forbid the use of slave labor in the built environment, yet the materials that go into our buildings are heavily reliant on forced labor.

Almost 25 million people are working in forced labor conditions and close to 160 million children from the ages of five to 17 are subjected to child labor globally.

The human suffering embedded in building materials is much harder to know than the tensile strength, energy efficiency, or even carbon footprint. And yet, without an intentionality of practice, designers, manufacturers and builders risk “baking” forced labor into their projects – fusing the legacy of abuse into the very life cycle of the building.

The construction industry is the least modernized and most disaggregated industry, accounting for more than 13% of global GDP with a 1% productivity annual growth rate over the past 20 years. Modern slavery found in the construction industry increases the risk of worker exploitation. The complexity and the thousands of unique raw and composite materials per building makes it nearly impossible to knowingly purchase slave-free materials. We have developed a growing list of risky raw and composite materials, as well as global “hot spots,” which can provide guidance to make ethical decisions. The groundbreaking Design for Freedom Report (October, 2020) and Design for Freedom Toolkit (2022) note 14 + at-risk raw and composite materials: bricks, copper, electronics, glass, minerals, polysilicon in solar panels, precursors, rubber, steel & iron, stone, textiles, and timber.

Unchecked and unregulated forced labor in the material supply chain subsidizes a project’s return on investment (ROI) and is also linked to environmental degradation.

The materials at-risk
The disaggregated and opaque nature of the construction industry increases the risk of worker exploitation. The complexity and the thousands of unique raw and composite materials per building makes it nearly impossible to knowingly purchase slave-free materials. We have developed a growing list of risky raw and composite materials, as well as global “hot spots,” which can provide navigation to make ethical decisions. The groundbreaking Design for Freedom Report (October, 2020) and Design for Freedom Toolkit (2022) note 14 + at-risk raw and composite materials: bricks, copper, electronics, glass, minerals, polysilicon in solar panels, precursors, rubber, steel & iron, stone, textiles, and timber.
DESIGN FOR FREEDOM

DESIGN FOR FREEDOM OVERVIEW

Know the laws and assess risk
Slavery is illegal in nearly every country, and countries are moving to make corporations more accountable. Details on specific laws and policies are included in the Design for Freedom Report. Policies move enforcement to a more proactive, industry-wide posture, and are therefore tools of prevention and prosecution.

Regardless of the variations of these instruments, they boil down to one takeaway: firms are no longer able to outsource responsibility for abuses in their supply chain, but now have a duty of care to know who makes their inputs and under what conditions.

1900–2021 U.S. Lacey Act (illegal logging)
2000 UN TIP Protocol
2010 California Transparency in Supply Chains Act (CTSCA)
2015 U.S. Trade Facilitation and Trade Enforcement Act (TFTEA)
2015 U.K. Modern Slavery Act (MSA)
2017 French Corporate Duty of Vigilance Law
2018 Modern Slavery Act – Australia
2021 U.S. Uyghur Forced Labor Prevention Act

TFTEA holds significant tracking and compliance weight globally as it prohibits all products made by forced labor, including child labor, from being imported into the U.S., which is a leading importer of goods worldwide.

The movement
Launched in October 2020, Design for Freedom by Grace Farms has an audacious mission to harness the power of the built environment for justice: to create a radical paradigm shift by removing forced labor from the building materials supply chain. The movement was initialized by Grace Farms Foundation and has galvanized more than 80 industry leaders and experts to join a working group and movement.

Together, we work to illuminate forced labor in the building materials supply chain and develop and incorporate an anti-slavery ethos in the design and construction process.

Over the last several decades, the sustainability movement has helped pave the way for this next step in material transparency and architectural justice.

At this historic time, social injustices, climate crisis, global conflict, and the COVID-19 pandemic have illuminated supply chain risk and lack of transparency. Design for Freedom leaders are initializing institutional responses to employ ethical material selection and procurement practices and embrace material circularity to eliminate material flow where forced labor is the most prevalent while increasing environmental sustainability.

Pragmatically, mandating a measure of material transparency in new projects is just beginning with leaders in the movement. Advocates ranging from owners to construction managers to manufacturers and associated AEC teams will benefit from transparency tools and platforms, leading to market transformation.

The call to action | Design for Freedom Pilot Projects

"Are our buildings ethically sourced, without forced labor, as well as sustainably designed?"

"Where are the raw and composite materials sourced from and by whom?"

Raise these questions and select a number of materials and products on your next project to determine the provenance of the materials and conduct a material fair labor transparency assessment. We are also asking for Material Libraries at universities and design firms to add a fair labor input filter and adopt the Design for Freedom Principles. Any effective movement depends as much on its participants as its leaders – change comes from within and is spurred on by public demand.
Design for Freedom has begun enacting these principles with leading innovators and through several Design for Freedom Pilot Projects, including the 21st Serpentine Pavilion Black Chapel designed by Theaster Gates and located in Kensington Gardens, London; the Harriet Tubman Monument, Shadow of a Face designed by Nina Cooke John in Newark, NJ; and the New Canaan Library and Grace Farms installations in New Canaan, CT. We expect over 1 million people to experience these public projects annually. Collaborations in both the private and public sectors have been initiated, but it is only the beginning.

**Design for Freedom Pilot Projects**

After becoming a Design for Freedom Pilot Project, Grace Farms Foundation partners with you, providing support from Grace Farms Foundation and members of the Working Group to trace materials as far upstream as possible, with the goal of increasing material transparency.

**Whether as an individual or as an organization, we all have a duty to act**

We invite all project teams, universities, governments, and the public to join us in this critical humanitarian work. Together we will reduce the industry’s dependency on forced labor, which subsidizes ROIs, and which will in turn unlock innovation and lower environmental degradation. Use the Design for Freedom Toolkit and let us know about your project and findings as we begin to assemble data in our expanding Design for Freedom material knowledge base.

Through Design for Freedom, the entire ecosystem of the built environment can and must work together to design and build a more humane future.

To learn more and stay updated, visit designforfreedom.org

**Ecosystem of the built environment**

Means and methods to ethically influence the building material supply chain

---

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Download the Design for Freedom Overview
Design for Freedom Pilot Project Overview

What is Design for Freedom by Grace Farms?

Design for Freedom is a new movement to create a radical paradigm shift to identify and eliminate forced and child labor in the building materials supply chain. Launched in the fall of 2020 by Grace Farms Foundation CEO and Founder Sharon Prince, and joined by more than 80 global industry leaders across the ecosystem of the built environment, we are spearheading awareness of this pressing issue and creating institutional responses.

Forced labor and human trafficking is an estimated $150 billion criminal industry. The construction ecosystem accounts for more than 13% of global GDP and $12 trillion spending worldwide, and is also the #1 industrial sector at risk for forced labor. By mobilizing the full ecosystem of the built environment, we have tremendous capacity to create a more humane future, free of modern slavery.

What is a Design for Freedom Pilot Project?

A Design for Freedom Pilot Project is a partnership between Grace Farms Foundation and organizations that are ready to boldly step forward in their declaration that they will not knowingly support and fund the humanitarian crisis of forced labor by enhancing material transparency and prioritizing ethical procurement.

Pilot projects establish design leadership and accelerate the Design for Freedom movement by raising awareness to industry peers while also providing an opportunity to educate the public and internal organization teams about the importance of social equity within the built environment. As a pioneering partner, there is ample room to add your organizations’ expertise in research topics such as finance, production, technology, and social impact to accelerate the movement.

After becoming a Design for Freedom Pilot Project, Grace Farms Foundation partners with you, providing support from Grace Farms Foundation and members of the Working Group to trace materials as far upstream as possible, with the goal of increasing material transparency.

What are the Goals and Objectives?

Each Pilot Project is unique, however the goals and objectives of all projects will include:

- To **accelerate awareness** of the pressing humanitarian issue of forced labor in the building materials supply chain
- To **amplify public perception** of a Pilot Project Partner as a catalyzing part of the history and future of the built environment
- To **initialize and model transparent and ethical supply chains** with leading project partners
- To **add to the industry’s body of knowledge** through product investigation, risk assessments and case studies
- To **transform the market** through pressure points and purchasing power by combining the adoption of design principles and ideas with action to create a tangible example of a more humane built environment
Design for Freedom Pilot Project Overview

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• To **initialize and model transparent and ethical supply chains** with leading project partners

© 2022 Theaster Gates Studio, courtesy: Serpentine
Design for Freedom Pilot Projects (continued)

- To add to the industry’s body of knowledge through product investigation, risk assessments and case studies
- To transform the market through pressure points and purchasing power by combining the adoption of design principles and ideas with action to create a tangible example of a more humane built environment

What are the stages of a Design for Freedom Pilot Project?

As a part of this work, Grace Farms Foundation proposes the following Pilot Project Model Template:

**Contract:** Add ethical material provenance inquiry, documentation, and Supplier Codes of Conduct to your project, including subcontractor agreements.

**Specifications:** Add ethical material compliance and documentation requirements to the Project Specifications. Use the Sample Division I Ethical Design Requirements included in the Design for Freedom Toolkit.

**Procurement and Data:** Note the provenance of at least five products and one major high-risk raw material vulnerable to forced labor with the assistance of Grace Farms Foundation’s team. Note adjustments to selections based on findings or lack thereof with suppliers and manufacturers.

**Documentation:** Request and document all product data including harvest, manufacturing, and assembly locations as well as relevant certifications and standards for all targeted products and materials. Ideally, products should be traced as far upstream as possible. Third-party audited relevant certifications, standards, and labels that include labor inputs have been identified and are listed starting on page 33 of the Design for Freedom Toolkit. Documentation can be tracked using the Design for Freedom Material Tracking Schedule.

**Awareness:** There are several ways that this work can be brought to the public for the purpose of education and awareness, including publications, digital media, on-site signage and materials, and through public workshops, presentations, panels, and events.

**Case Study:** Grace Farms Foundation will compile a Design for Freedom project brief and/or
design for FREEDOM by grace farms

comprehensive case study that can be used by other civic, community, not-for-profit and for-profit organizations as they consider renovations and new construction.

How many Design for Freedom Pilot Projects are there?

As of spring 2022, there are five Design for Freedom Pilot Projects throughout the world. Each of these projects is or will be open and accessible for free by the public, and models transparent and forced labor-free supply chains while advocating for a more humane future.

Black Chapel, the 21st Serpentine Pavilion in London, England is designed by Chicago-based artist Theaster Gates with the architectural support of Adjaye Associates. Grace Farms Foundation is serving as the Responsible Materials Advisor on this project. Black Chapel is the first completed international Design for Freedom Pilot Project in June 2022.

Shadow of a Face, is a new Harriet Tubman Monument in Newark, NJ which is designed by architect, artist, and United States Artists Fellow Nina Cooke John to open late summer 2022.

New Canaan Library in New Canaan, CT designed by Centerbrook Architects and built by Turner Construction is the first Design for Freedom building project in the U.S. to open in 2023.

Temporal Shift by Alyson Shotz was the first completed Design for Freedom Pilot Project in September 2021 and is a site-responsive sculpture located at Grace Farms in New Canaan, CT.

Arts and Culture Center by Serendipity Arts, located in New Delhi, India will be designed for accessibility, inclusion, sustainability, fairness, and will be open to all.

What else is Grace Farms Foundation doing to raise awareness?

Grace Farms held the inaugural Design for Freedom Summit on March 31, 2022 for a day of awareness and action in response to the humanitarian issue of forced labor in the building materials supply chain. Upcoming events are also listed on our dedicated website, designforfreedom.org, where we have developed original, useful content including the new Design for Freedom Toolkit that offers comprehensive resources for design and construction professionals to help implement ethical material sourcing strategies into their own practices, and published an in-depth Design for Freedom Report that provides analysis and data on how forced labor is cemented into the very foundations of our buildings.

Will a Design for Freedom Pilot Project increase the project cost?

There will be a human cost of exploitation if there is no inspection, yet the only human cost of undertaking ethical material transparency is the labor cost of tracing amongst the project team and Grace Farms. Sustainable material costs are generally at a premium until the products and materials are mainstreamed. Yet, many sustainably certified raw and composite materials are now adding fair labor standards, one example is FSC recently instituted FSC Core Labor Requirements into their chain of custody (COC) certification.
Hi Edward, Hi Antonia,

Nice to meet you today. Just following up on the animal shelter question. After Katrina in 2006 Congress passed what was called the PETS act. (PETS ACT Link.) Which directed FEMA to work on plans to avoid the large number of abandoned pets and people that refused to leave their home due to pets being left alone. In 2007 Connecticut passed the attached public act requiring that our emergency operations plan include the evacuation of pets and sheltering. It can be off site, however no such facility currently exists. Our Dog Pound does not have the capacity to handle the pets. This also creates coverage issues in that we would need staff in two places, transportation between the two facilities and trying to find a location to house these.

The suggested method (see attached field guide page 24) is to designate an area away from the sleeping and common area to house the pets. The owners actually come and feed them and walk them, shelter staff just registers the animals in and makes sure right animal goes with right person.

Anecdotally we are told that very few people come to the shelter with pets. In 2011 winter storm there were only three. The idea of using a storage area that opens to the outside to double as pet dormitory would likely work. Most of the supplies in that room would be pulled out anyways to be used in the shelter, we could move the rest to some other part of the building.

The last document I attached is just a FYI. It is our shelter plan from back in 2009. The last page shows what the expected number of folks at ECC was supposed to be. Our previous Fire Chief put the estimate at 500 temporary shelter with 250 sleeping capacity. However, he listed 500 cots as available, so not exactly sure what he was actually planning on using. I’m guessing he was thinking of expanding into the daycare or classrooms if needed.

Let me know if you need any other info.

Best Regards
Bob McCue
Substitute House Bill No. 5186

Public Act No. 07-11

AN ACT CONCERNING THE EVACUATION OF PETS AND SERVICE ANIMALS AND APPROVAL OF THE LOCAL EMERGENCY PLAN OF OPERATIONS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subdivision (4) of section 28-1 of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2007):

(4) "Civil preparedness" means all those activities and measures designed or undertaken (A) to minimize or control the effects upon the civilian population of major disaster, (B) to minimize the effects upon the civilian population caused or which would be caused by an attack upon the United States, (C) to deal with the immediate emergency conditions which would be created by any such attack, major disaster or emergency, and (D) to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by any such attack, major disaster or emergency. Such term shall include, but shall not be limited to, (i) measures to be taken in preparation for anticipated attack, major disaster or emergency, including the establishment of appropriate organizations, operational plans and supporting agreements; the recruitment and training of personnel; the conduct of research; the procurement and stockpiling of
Shelter Field Guide
FEMA P-785

Link to full document:
# SAMPLE CALENDAR OF EVENTS

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<thead>
<tr>
<th>Wednesday</th>
<th>01 Jun</th>
<th>02 Jun</th>
<th>Thursday</th>
<th>02 Jun</th>
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<th>03 Jun</th>
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<td>8:00 AM - 5:30 PM</td>
<td>Senior Fitness Center</td>
<td>ECC Senior Fitness Room</td>
<td>11:15 AM - 12:30 PM</td>
<td>Kindermusik - Foundations Thu 4/21-4/16 11:45-12:30</td>
<td>ECC Room 110</td>
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<td>9:00 AM - 12:00 PM</td>
<td>Busy Bees 2's &amp; 3's - Wod 4/20 - 6/8 9:00A-12:00P</td>
<td>11:15 AM - 12:30 PM</td>
<td>New! Low Impact Aerobics 11:45A-12:30P</td>
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<td>Coffee &amp; Conversation</td>
<td>12:30 PM - 1:15 PM</td>
<td>Body Sculpting Thu 12:30 - 1:15P</td>
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<td>Total Body - Stronger Seniors 9:00-10:00A</td>
<td>12:30 PM - 4:00 PM</td>
<td>Table Tennis - Recreational 12:30 - 4:00P</td>
<td>ECC Room 21</td>
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<tr>
<td>9:30 AM - 10:15 AM</td>
<td>AbraKadoore-Twoosy/Mini Doodlers 5/4-6/8 9:30A</td>
<td>11:00 AM - 1:00 PM</td>
<td>Poker</td>
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<td>Set Back</td>
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<td>11:00 AM - 1:00 PM</td>
<td>CRR Lunch Program</td>
<td>1:30 PM - 3:30 PM</td>
<td>Ballet 1:30P - 2:30P</td>
<td>ECC Lower Level Dance Studio</td>
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<td>1:00 PM - 3:30 PM</td>
<td>Teen Center</td>
<td>2:00 PM - 4:00 PM</td>
<td>Mah Jongg</td>
<td>ECC Room 23</td>
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<td>1:00 PM - 3:30 PM</td>
<td>Teen Center</td>
<td>2:00 PM - 4:00 PM</td>
<td>Scrabble</td>
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<tr>
<td>2:30 PM - 4:00 PM</td>
<td>Afternoon LEGO® @ ECC 5/16-5/23</td>
<td>CANCELLED</td>
<td>CANCELLED Genghis Khan and the Mongol Invasions - ECC Library</td>
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<td>4:00 PM - 5:00 PM</td>
<td>ECC Room 24</td>
<td>Estelle Jones Dance Rehearsal</td>
<td>EGC Open Gym</td>
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<td>4:30 PM - 5:30 PM</td>
<td>Estelle Jones Dance Rehearsal</td>
<td>5:30 PM - 6:15 PM</td>
<td>ECC Gymnastics Thu 4/21 - 6/9 5:30PM - 6:15PM</td>
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<td>6:00 PM - 9:00 PM</td>
<td>Cardiff Basketball</td>
<td>6:00 PM - 8:00 PM</td>
<td>CANCELLED - High School One Acts Thu 4/28-5/2 6:00PM</td>
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<td>6:15 PM - 7:00 PM</td>
<td>Theatre for the Creative Kid 4/20</td>
<td>6:30 PM - 7:15 PM</td>
<td>ECC Gymnastics Thu 4/21 - 6/9 6:30PM - 7:15PM</td>
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<td>7:00 PM - 9:00 PM</td>
<td>Human Rights Commission Meeting</td>
<td>6:30 PM - 7:15 PM</td>
<td>Senior Fitness Center</td>
<td>ECC Senior Fitness Room</td>
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<td>Senior Fitness Center</td>
<td>6:00 AM - 4:30 PM</td>
<td>Busy Bees 2's &amp; 3's - Fri 4/22 - 6/10 9:00A-12:00P</td>
<td>ECC Room 16</td>
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<td>9:00 AM - 11:00 AM</td>
<td>Coffee &amp; Conversation</td>
<td>9:00 AM - 11:00 AM</td>
<td>Coffee &amp; Conversation</td>
<td>ECC Room 29</td>
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<td>ECC Room 29</td>
<td>9:00 AM - 12:00 PM</td>
<td>CRR Lunch Program</td>
<td>ECC Room 21</td>
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<td>9:00 AM - 12:00 PM</td>
<td>Table Tennis - Recreational 9:00A - 12:30P</td>
<td>9:00 AM - 12:00 PM</td>
<td>Busy Bees 2's &amp; 3's - Fri 4/22 - 6/10 9:00A-12:00P</td>
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<tr>
<td>9:00 AM - 12:00 PM</td>
<td>Tai Chi Foundations Beginner &amp; Intermediate</td>
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<td>9:00 AM - 12:00 PM</td>
<td>Kindermusik - Level 2 Thu 4/21-4/28</td>
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<td>9:00 AM - 12:00 PM</td>
<td>Kindermusik - Level 1 Thu 4/21-4/28</td>
<td>1:00 PM - 3:00 PM</td>
<td>Movie: Joe Bell</td>
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<td>CRCT Lunch Program</td>
<td>2:30 PM - 5:00 PM</td>
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<td>ECC Multipurpose Room</td>
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<td>Intermediate Sword Form In-person</td>
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<td>2:30 PM - 5:00 PM</td>
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<td>ECC Gymnasium</td>
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SITE VISIT QUESTIONNAIRE

Site Visit Questionnaire

Building Name
Address
Contact

Components
- Community Center
- Senior Center
- Library
- Teen Center
- Day Care Center
- Amenities
  - Recreation (e.g.)
    - Gymnasium
    - Game Room
  - Programmatic (e.g.)
    - Crafts center
    - Commercial Kitchen

- Other Staff offices
  - Social Services
  - Youth Service Bureau
  - Parks & Recreation

Construction Details
- Date Built
- Building Advisory Committee
- Architect
  - Community Outreach method(s)
- Contractor(s)
- Budget
- How financed
- Building Details (e.g.)
  - Number of Floors
  - Square footage
  - Parking

General Impressions (e.g.)
- Lighting
- Covered entrance
- Signage
- colors

Wish you had....

Wish you hadn’t....
LOBBY DISPLAY IDEAS

From Catherine Diviney:

this was the type of central “crowd drawing” lobby display I was talking about.

Or just some sort of kinetic sculpture - to capture interest – with WH theme? People could sit around at some coffee bar chairs/table.

Interactive relief/topo display model map of Beechland Park (trails) or WeHa – with lights/buttons. They have a small one of these at the Portland, OR Audubon Society. Big hit with visitors all ages.
https://sierranevadageotourism.org/entries/explore-tahoe-an-urban-trailhead-visitor-center/e4ccc2c3-27eb-4007-850e-a506431182d4

DC Pendulum
https://www.si.edu/object/foucault-pendulum-national-museum-history-and-technology%3Asiris_arc_398143

Ball Machine (They have one at San Jose Airport too)
# NEW ECC ADVISORY COMMITTEE

<table>
<thead>
<tr>
<th>Organization</th>
<th>Member/Alternate</th>
<th>Member Email</th>
<th>Alternate’s Email</th>
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<tbody>
<tr>
<td>West Hartford Public Library Board</td>
<td>Jill Spear</td>
<td><a href="mailto:jspear42@gmail.com">jspear42@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Pedestrian &amp; Bicycle Safety Commission</td>
<td>Sandy Fry/Ed Pawlak</td>
<td><a href="mailto:Psfly2016@comcast.net">Psfly2016@comcast.net</a></td>
<td><a href="mailto:Ecosys88@gmail.com">Ecosys88@gmail.com</a></td>
</tr>
<tr>
<td>Clean Energy Commission</td>
<td>Joe Campanella/Bernie Pelletier</td>
<td><a href="mailto:joe@designalliance.biz">joe@designalliance.biz</a></td>
<td><a href="mailto:Bernard.pelletier@comcast.net">Bernard.pelletier@comcast.net</a></td>
</tr>
<tr>
<td>Mayor’s Youth Council</td>
<td>Kris Rimm/Lyvana Goldfishe</td>
<td><a href="mailto:Krisrimm33@gmail.com">Krisrimm33@gmail.com</a></td>
<td><a href="mailto:Lyvana.goldfishe@neja.org">Lyvana.goldfishe@neja.org</a></td>
</tr>
<tr>
<td>Commission on the Arts</td>
<td>Chuck Coursey</td>
<td><a href="mailto:chvck@courseyco.com">chvck@courseyco.com</a></td>
<td></td>
</tr>
<tr>
<td>Human Rights Commission</td>
<td>Dawn Ennis/Esam Boraey</td>
<td><a href="mailto:dawnenniss@gmail.com">dawnenniss@gmail.com</a></td>
<td><a href="mailto:esamboraey@gmail.com">esamboraey@gmail.com</a></td>
</tr>
<tr>
<td>West Hartford Public Schools</td>
<td>Shaena Gray</td>
<td><a href="mailto:Shaena_gray@whps.org">Shaena_gray@whps.org</a></td>
<td></td>
</tr>
<tr>
<td>Parks &amp; Recreation Advisory Board</td>
<td>Anna Park/Robin Collins</td>
<td><a href="mailto:a_zibernman@yahoo.com">a_zibernman@yahoo.com</a></td>
<td><a href="mailto:Robincol@comcast.net">Robincol@comcast.net</a></td>
</tr>
<tr>
<td>Senior Citizens Advisory Board</td>
<td>Beth Rocco/Rosemary Cleary</td>
<td><a href="mailto:Bethrocco@gmail.com">Bethrocco@gmail.com</a></td>
<td><a href="mailto:Rory.a.cleary@gmail.com">Rory.a.cleary@gmail.com</a></td>
</tr>
<tr>
<td>Elmwood Business Association</td>
<td>Rick Lifig</td>
<td><a href="mailto:rick@snet.net">rick@snet.net</a></td>
<td></td>
</tr>
<tr>
<td>Advisory Commission for Persons with Disabilities</td>
<td>Joe Kolczynski + Mary Silverberg (serve together)</td>
<td><a href="mailto:Joeans1215@hotmail.com">Joeans1215@hotmail.com</a></td>
<td><a href="mailto:Marysilverfox@gmail.com">Marysilverfox@gmail.com</a></td>
</tr>
<tr>
<td>West Hartford Chamber of Commerce</td>
<td>Chris Conway</td>
<td><a href="mailto:cconway@whchamber.com">cconway@whchamber.com</a></td>
<td></td>
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<tr>
<td>Bridge Family Center board member</td>
<td>Chris Dutton/Jon Merritt</td>
<td><a href="mailto:cdutton@bridgefamilycenter.org">cdutton@bridgefamilycenter.org</a></td>
<td><a href="mailto:jmerritt@bridgefamilycenter.org">jmerritt@bridgefamilycenter.org</a></td>
</tr>
<tr>
<td>West Hartford-Bloomfield Health District</td>
<td>Aimee Krauss/Chris Hansen</td>
<td><a href="mailto:Aimee.krauss@westhartfordct.gov">Aimee.krauss@westhartfordct.gov</a></td>
<td><a href="mailto:Christopher.hansen@westhartfordct.gov">Christopher.hansen@westhartfordct.gov</a></td>
</tr>
<tr>
<td>Resident At Large</td>
<td>Venica Robinson-Blythe</td>
<td><a href="mailto:vblythe@outlook.com">vblythe@outlook.com</a></td>
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<tr>
<td>Resident At Large</td>
<td>Harisharan Panta</td>
<td><a href="mailto:htsp.panta@gmail.com">htsp.panta@gmail.com</a></td>
<td></td>
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</table>
NEW SPACE FOR IMMIGRANTS/IMMIGRANT ORGANIZATIONS

What we are looking for:

- A classroom - for classes of 10 - 12 people
- A larger meeting space for larger programs, conversations, meetings, film presentations for about 50 people
- A small office space – an office that could be shared by several nonprofit organizations working with immigrants and refugees
- A space for childcare
- Kitchen facilities

This space would be used for:

- An expansion of the Welcome Center at the West Hartford Library
- A one-stop place where immigrants/English as second language speakers could come to get referrals and ask questions about resources and programs. We would have volunteers who speak different languages there to help.
- English classes
- Citizenship classes
- Computer classes
- Dance classes and other cultural/traditional classes
- Programs such as “Neighbors from Around the World: Speakers Forum”
- Conversations about topics that are important to immigrant groups and families
- Meetings among groups helping immigrant families
- A place where immigrants can meet friends, socialize, get support
- Films – in different languages, followed by discussions
- Cooking classes and demonstrations in various languages
- Workshops on resume-building, college essay-writing, financial literacy, etc.

Contacts

Ellen Salzman-Fiske (Golden Door Hartford): elliesalz@gmail.com
Manuela Canales: manoli1712@gmail.com
## New Faxon Library Program Requirements - May 31st

### Entrance
- Need clear entrance to library for people to find and use
- Holds Locker (like Bishops Corner)
  - Possibly in vestibule so lockers can be accessed while building is locked

### Library Program
#### Staff Spaces
- Staff work room
  - 4 workstations
  - 1 separate office
  - Space for:
    - Book trucks
    - Delivery bins
    - Collections in process
- Staff break room/kitchenette
- Staff bathroom
- STORAGE
  - Meeting room equipment
  - Children’s toys and craft supplies
  - Misc. supplies
- Delivery route/access from loading dock for daily book deliveries

### Public Spaces
- Book return inside building (not stand-alone unit in parking lot)

- Adult/Teen/Children areas have:
  - Computer
  - Collection
  - Seating - chairs, tables
- Children’s room needs space for toys, manipulatives, other activities
- Teen – separate space apart from children’s area
- Adult
  - single person workspaces needed (not large tables)
  - Welcome Center/Citizenship Corner
  - Job/Career center
- Meeting/Function Rooms
  - Class meeting room
    - ESL classes
    - Computer classes
    - Book discussion
  - Flexible program room
    - Children’s story time - ideal to have separate room; sink for crafts
    - Capacity – 15 -20 kids + parents
    - More performer space (like magic show)
  - 2 Study room/pod (at least)
    - Small groups – 2-4 people
- Nursing room - either in library or close by in facility
Hello,
After reviewing the program some more and talking with library staff, I compiled a list of requests/suggestions/questions below. I’m happy to explain or talk through any of this, I just wanted to capture everything in one place.
Thanks,
Laura

Laura Irmscher
Director
West Hartford Public Library
20 South Main Street
West Hartford, CT 06107
860.561.6972
www.westhartfordlibrary.org

Shared Lobby
- A book return is listed as part of the vestibule. Is this intended to be a standalone enclosure, or does it have a connection to the library? Should there be corresponding space allocated in the library part of the program?
  - We would also like an exterior book drop. It’s relatively small, so I’m not sure if it needs to be listed on the program.
- Please add space for a holds pickup locker (similar to the one at Bishops Corner).
  - This will need to be accessible off hours when the library is closed, but does not need 24/7 access.
- Indoor Play Area – I apologize for not knowing what this is intended for. Could the need be met inside the library? We have manipulatives, toys, books, puzzles, etc.

Library Program
- Please rename Collection category to Area or Spaces. For example, the Adult Area includes collections, computer center, seating area, etc.
- How many tables and chairs make up the seating areas listed in the various age groups?
  - Please note for the adult area we prefer smaller table & chair configurations instead of large multi-person tables
- Please add space for the self-checkout machine and a shelving area for holds pick ups (about 15-20 linear feet). This should be located near the entrance and circulation desk.
- I’m not sure if this is too granular for the program level we are at, but we would like a water fountain/bottle filling station and also a display area in both adult and children for new books.

Activity Rooms
- Production Room – what is the function of this space? What would fit in a room of this size?
# New Faxon Library Collection Recommendation

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<th>Children</th>
<th>Teen</th>
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<td>11,535</td>
<td>11,915</td>
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<td>Book</td>
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<td>DVD/Blu-ray</td>
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<tr>
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<td>Total</td>
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Agenda

1. Welcome

2. Introductions | Advisory Committee, Project Team & Mission Statement

3. Project Story & Meetings to Date

4. Building Tours & Community Feedback

5. Program Elements | What We’ve Heard & Interactive Committee Feedback

6. Schedule & Next Steps
WELCOME

Opening Remarks

INTRODUCTIONS

Advisory Committee

Jill Spear
Sandy Fry
Ed Pawlak
Joe Campanella
Bernie Pelletier

Kris Rimal
Tziyona Goldfischer
Chuck Coursey
Dawn Ennis
Esam Boraey

Shaena Gray
Anna Park
Robin Collins
Beth Rocco
Rosemary Cleary

Rick Liftig
Joe Kolczynski
Mary Silverberg
Chris Conway
Chris Dutton

Jon Merritt
Aimee Krauss
Chris Hansen
Venica Robinson-Blythe
Harisharan Panta
CONSULTANT TEAM

BEMIS ASSOCIATES
Mechanical, Electrical & Plumbing Engineering

ALFRED BENESCH & COMPANY
Civil Engineering, Landscape Architecture

THORNTON TOMASETTI
Structural Engineering

HISTORY IN WEST HARTFORD:
Renbrook School
PeoplesBank
Penwood RE Investment Management
Ares Management
University of Hartford
Florence E. Smith STEM School Study
Kingswood Oxford School
Bishops’ Corner Stop & Shop
Women’s Health Clinic
DaVita Dialysis

SERVING CLIENTS FOR 43 YEARS
STAFF OF 50 PEOPLE
90% REPEAT CLIENTS
Project Team

Listen, then lead  
Reach beyond the paradigm  
Design for partnership  
Own it together

To create the space for your potential

- ACADEMIC
- PUBLIC SAFETY
- COMMUNITY
- CIVIC
- HEALTHCARE
- SENIOR LIVING
Mission Statement

The mission of the Advisory Committee for the Functional Program Development and Facility Feasibility Study for the New Elmwood Community Center is to...

**enable all members of the community to help shape the project vision and have their voices heard.**

Committee Charge

This Committee is charged with serving as a **liaison to the community** by engaging in active dialogue and relaying community feedback. The Committee is also charged with **providing guidance at key milestones** throughout the study process to further define and uphold the programmatic, sustainable and economic objectives set forth.

Scope of work

This Committee **will make recommendations**, but does not have final authority. This Committee **will be dissolved upon completion** of the Feasibility Study.
Mission Statement  Scope of the work

Scope of work
Develop a functional program to determine the specific programs that will be included in the facility.

Main Objective
Assist the Town in the determination of new vs. renovation/addition based on the intended program – including design concepts and cost estimates for both scenarios.

The functional program will include the following:
- Town’s philosophy, values, goals and desired image
- Site requirements such as parking, circulation, and orientation
- Explicit space requirements for the building, including:
  - Definition of the activities which will take place in each space of the building
  - The functional relationship of the spaces
  - Spatial relationship diagrams and flow diagrams
  - The size of each of the spaces
  - Special technical requirements of each of the spaces and the building systems
- Financial requirements and a preliminary budget
- Scheduling and time frame for the project
- Regulatory issues such as zoning and building code requirements
- Authorities having jurisdictional requirements
- Robust community engagement process that identifies stakeholders and solicits their goals and concerns for consideration in the functional program development
- Ecological, environmental and sustainability concerns

PROJECT STORY
The “How & Why” Behind the Vision
CREATE A WELCOMING MULTI-GENERATIONAL CULTURAL DESTINATION THAT:

- Reflects West Hartford’s dynamic and diverse character as “a suburb with an urban aesthetic”
- Celebrates the Town’s pride in its diversity and captures the community’s spirit
- Centralizes a broad range of programs in a single cohesive location
- Enhances the quality of life for all residents

CREATE A FULLY INTEGRATED PARK

1. Enhance community connectivity
   - Neighborhood and pedestrian access, trails, running path

2. Rethink site access and visibility
   - New park access road, connect facilities and parking, monumental sign
**Project Story**  Design Opportunities

**CREATE A FULLY INTEGRATED PARK**

1. **Enhance community connectivity**  
   Neighborhood and pedestrian access, trails, running path

2. **Rethink site access and visibility**  
   New park access road, connect facilities and parking, monumental sign

3. **Expand passive and active recreation opportunities**

---

**Project Story**  Decision-Ready Information

<table>
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<tr>
<th>Program Fit</th>
<th>Resiliency, growth &amp; change</th>
<th>Destination, signature aesthetic</th>
<th>Green potential, energy performance</th>
<th>Project cost, life-cycle value</th>
<th>Project complexity &amp; time</th>
<th>Pass the WeHa test (brand, values)</th>
<th>Pass the ultimate test (funding approval)</th>
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<td><strong>Renovate-Expand</strong></td>
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<td><strong>New Build</strong></td>
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Project Story  Sustainability

This is where we’ve been...

- Reduce Energy Consumption
- High Performance Envelope
- Energy Efficient Systems
- Energy Production (On-Site | Off-Site)
- Monitoring & Verification

STEP 1
Optimize

STEP 2
Energize

Project Story  Sustainability + Wellness

This is where we’ve been...

- Reduce Energy Consumption
- High Performance Envelope
- Energy Efficient Systems
- Energy Production (On-Site | Off-Site)
- Monitoring & Verification

STEP 1
Optimize

STEP 2
Energize

This is where we’re going...

- Community Sustainability Initiatives
- Healthy Indoor Environments

STEP 3
Personalize
**ACTIVITY TO DATE**

- **4/29**
  - **PROJECT KICK OFF**
    - Emergency Management & Library

- **6/1**
  - **PROGRAM SESSION #1**
    - Leisure & Social Services
    - + Building Tour (Faxon Library)

- **6/2**
  - **PROGRAM SESSION #2**

- **6/11**
  - **CELEBRATE! WEHA**

- **6/12**
  - **CELEBRATE! WEHA**

- **6/30**
  - **ADVISORY COMMITTEE**
    - First Community Visioning Session
    - + Building Tour (ECC)
Kick-Off Meeting  Summary of Key Discussion Items

The team will explore both New & Renovate/Addition options for the site at 100 Mayflower

Major program elements at this time include:

• Current Community Center Programs
• Faxon Library Branch
• Senior Center
• Teen Center
• Commercial Kitchen
• Gym
• Multipurpose spaces
• Food Pantry, Social Services, and Emergency Management

Other discussion items:

• Connection to bus routes will be important
• Outdoor areas and connections to Beachland Park should be integral to the design
• Sustainability targets, passive strategies, EV charging, and clean energy sources need to be explored
• Gain approval from Community Planning & Economic Development (CPED) and Human & Community Services (HCS) before September
• Establish the estimated cost for the New Community Center in early-to-mid November prior to the Town setting the cap budget

Building Tours  Elmwood Community Center

Key Takeaways:

• Staff are dispersed throughout the building due to lack of space
• General lack of storage space
• Senior Center on 2nd Floor is not ideal, consistency of location is important
• Pre-school needs spaces designed specifically for them: cubbies, toilet rooms
• Accessibility and lobby space are current issues
Building Tours  Elmwood Community Center

Key Takeaways:

• Community Room in the basement is not ideal, no natural light
• Staff workroom is crowded and lacks storage space
• Shelf height limits visibility
• Separate the Children’s area for acoustics
• Prefer book return connected to the Library building
• Lack smaller meeting rooms for book groups
Program Synergies with the Building Elements

- KIDS & TEENS PROGRAM SPACES
- OUTDOOR AMENITIES
- SUSTAINABILITY
- ADULT PROGRAM SPACES
- ATHLETICS
- ARTS & CULTURE PROGRAM SPACES

Program Synergies with the Site

What we heard:

- Walking Paths
- Outdoor Pool
- Play Areas
- Beachland Park
- Athletic Fields
Program: Comparison With Existing

Existing Building
100 Mayflower: 51,800 SF

Community Center
• Teen Program
• Pre-School Program
• Daycare
• Senior / Classrooms
• Gym & Storage
• Fitness
• Art & Ceramics
• Dance
• Multi-Purpose & Kit.
• Auditorium

Faxon Library Branch
• Meeting Room

Social Services

Emergency Mgt.

Total Existing SF 68,935 SF

Estimated Existing SF:

Community Center 53,600 SF
• Teen Program
• Pre-School Program
• Daycare
• Senior / Classrooms
• Gym & Storage
• Fitness
• Art & Ceramics
• Dance
• Multi-Purpose & Kit.
• Auditorium

Faxon Library Branch 12,435 SF
• Meeting Room

Social Services 2,200 SF

Emergency Mgt. 700 SF

Total Existing SF 68,935 SF

Program: Allocation

Community & Senior Center

Library

Social Services

Building Services

Emergency Management

Shared Lobby

Site Amenities
LETS HEAR IT
What’s missing?

What are the “must haves” vs. the “nice to haves”?

- Vestibule
- Lobby
- Coffee Bar
- Indoor Play
- Multi-Stall Restrooms
- Family Restrooms

- Social Work
- Food Pantry

- Workroom/Staff
- Meeting Rooms
- Adult Collection
- Teen Collection
- Children’s Collection
- Circulation Collection
- Restrooms & Storage
Next Steps

**Project Schedule**

### Proposed Milestone Schedule - New Community Center Feasibility Study

**Proposed Tasks**

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<thead>
<tr>
<th>Task Description</th>
<th>April</th>
<th>May</th>
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<td>Kickoff Meeting &amp; Team Interactions</td>
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<td>Test Council – CEP and PC 1 Sub-Committee Meetings</td>
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<td>Building Tour &amp; Final Program Kick-off Meeting</td>
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<td>Initial environmental and social goals for the program</td>
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<td>Develop rough order of magnitude costs for options, retrofit opportunities</td>
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<td>Refine program and site options for further development</td>
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| Key Components

- Working Group Progress Meetings – Every 3 Weeks
- 3-4 Advisory Committee Progress Meetings
- Remaining Two Community Engagement Sessions, plus “Pop-Up” Events
- GOAL: Final Presentation before Thanksgiving Holiday (11/24)

### Next Steps

**Refinement of Program**
Incorporating Advisory Committee & User Group feedback

**Test-fit at 100 Mayflower**
Analyze existing building and site in relation to program

**Communications Plan**
Website, social media, upcoming engagement sessions

**Sustainability Action Plan**
Outline the objectives, set benchmarks & targets

**Development of Conceptual Options**
New & Renovate/Addition
Thank You

QUESTIONS

Advisory Committee Meeting
June 30, 2022
Agenda

1. The Committee’s Mission
2. What We Heard: Recap of the 6/30 Meeting
3. Review the Prioritization Feedback
4. Activity To Date
5. Program, Initial Ideas & Precedent Images
6. Sustainability Charter
7. Schedule & Next Steps
MISSION STATEMENT

Advisory Committee

Understanding the Big Picture

Decision Criteria / Renovation vs New

Collaborative Team

Mission Statement

This Committee is charged with serving as a liaison to the community by engaging in active dialogue and relaying community feedback. The Committee is also charged with providing guidance at key milestones throughout the study process to further define and uphold the programmatic, sustainable and economic objectives set forth.

Committee Charge

This Committee will make recommendations, but does not have final authority.

Scope of work

This Committee will be dissolved upon completion of the Feasibility Study.

Mission Statement

The mission of the Advisory Committee for the Functional Program Development and Facility Feasibility Study for the New Elmwood Community Center is to...

enable all members of the community to help shape the project vision and have their voices heard.
WHAT WE HEARD

Recap of the 6/30 meeting

Recap from 6/30 Meeting

WHAT'S MISSING ???
- Stage space for cultural events
- Storage for theater programs - limited temp. storage
- Explore sitting options - is there another place outside.
- Bag check?
- Building for lease - shouldn't we buy it?
- Bridge over Trout Brook
- Library archival storage space - current
- Security - delicate balance - safe but welcoming
- Public art displays / galleries
- Voting place - will need all these (re: accessibility)
- So beyond ADA to Universal Design
- Make sure everyone can access? Bridges need to be supported by the space
- Library - technology is key - upgradeable
- Library is about "things" - things not go "book drop" but never "shelves"
- Distribution - advancements
- Everything in the Library + community center could be shared in terms of programming

We filled 5 large post-it notes!
FEEDBACK

Review of the “Must Haves” and “Nice to Haves”

Prioritization Feedback

The Task

Each Committee member was asked to **prioritize their Top 5 “Must Haves” and “Nice to Haves”** and was encouraged to collect the input of the community groups they represent.

These Top 5 lists could include any items from the “What’s Missing” list generated during the 6/30 meeting, the presentation, or something brand new!
The “Must Haves” Results:

- elevators
- cafeteria
- showers
- parking
- offices
- weights
- technology
- events
- shelter
- kitchen
- recording
- transportation
- universal
- canopy
- outdoor
- art
- bicycles
- recycling
- flexible
- signage
- multipurpose
- beautiful
- storage
- health
- central
- fitness
- meetings
- food pantry
- exhibit
- atrium
- gymnasium

The “Nice to Haves” Results:

- skateboard
- table tennis
- patio
- playground
- wayfinding
- welcomedesk
- performance
- security
- weights
- troutbrook
- stage
- moveable furniture
- sustainability
- presentation
- makerspace
- meeting
- gallery
- bottle fillers
-audio
- canopy
- gymnasium
- gather
- outdoor
- seniors
- amphitheater
- swap shop
- dashboard
- bulletin board
- material reuse
- pavilion
PROGRAM & IDEAS

A Further Iteration, Still Being Refined
Initial Ideas  Site Analysis

Beachland Park: 27.04 Acres

100 Mayflower: 8.54 Acres

Observations:
- Topography (10' delta)
- 150' Regulated Wetlands
- Solar Orientation
- Existing Trees

Initial Ideas  Opportunities to Connect

Beachland Park: 27.04 Acres

Entry & Exit: S. Quaker Ln.
Initial Ideas for 100 Mayflower

Site Acreage:
8.54 Acres

Existing Buildings SF (ECC, ESC & Faxon):
66,035 SF

Initial Ideas:
1. Residential buffer zone
2. Loop plus one-way
3. Solar orientation
4. Program adjacencies

1. Community Center
2. Senior Center
3. Event Spaces
4. Gym/Teen/Lockers/Community Center

Site Test-Fit (example only, not the final design)

Proposed Building SF:
~ 80,000 SF, 2 stories

Est. Existing Parking at ECC, ESC & Faxon:
~ 136 spaces
(11) Accessible Spaces
~ (125) Regular Spaces

Est. Proposed Parking at 100 Mayflower:
~ 150 spaces
(20) Accessible Spaces
~ (130) Regular Spaces
Precedent Images  Interior

Modern Aesthetic  
Metal, Glass  
Industrial  
Two-Story Volume  
Daylight  
Transparency  
Visibility  

(All projects on this slide by others)
SUSTAINABILITY
Charting our Course

Precedent Images  Possible Materials Palette

(All projects on this slide by others)
Sustainability Charter

Our Bold Goals:

**Regional Leader**: A landmark project that stands out across New England as a leader in sustainability and architectural design.

**Placemaking for Social Equity**: A broad array of services that builds and strengthens Town resources, and holistically supports the community’s diverse needs.

**Thriving Community**: A blend of spaces that retains and attracts residents to Town, supports local non-profits, and provides rentable space for business, community, and individual use.

Priority Strategies:

- **NET-ZERO**
- **GEOTHERMAL**
- **SOLAR / PV**
- **PASSIVE STRATEGIES**
- **ETHICAL SOURCING**

NEXT STEPS

Schedule
Next Steps  Project Schedule

Proposed Milestone Schedule - New Community Center Feasibility Study

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<tr>
<th>Proposed Tasks</th>
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<td>Stakeholder Meeting &amp; Team Introduction</td>
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<td>Communication Group - Planning Meetings</td>
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<td>Town Council - CIP and HJC Ad. Committee Meetings</td>
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<td>Upcoming Events</td>
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<td>TOWN COUNCIL</td>
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<td>Senior Center event!</td>
<td>Library Staff Meeting</td>
<td>Plus a Community Listening Opportunity</td>
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Project Website: Information about the project (presentations, events, etc.) is here: https://www.westhartfordlibrary.org/the-library/feasibility-study/

Project Email: The community may send us their feedback and questions by emailing: NewECC@westhartfordct.gov
Thank You

QUESTIONS

Advisory Committee Meeting
August 11, 2022
Agenda

1. Project Team
2. Project Story
3. The Advisory Committee: Team & Mission
4. Activity To Date: Events, Program, Site & Building
5. Upcoming Events
6. Next Steps
PROJECT STORY

The “How & Why” Behind the Vision

HISTORY IN WEST HARTFORD:
Renbrook School
PeoplesBank
Penwood RE Investment Management
Ares Management
University of Hartford
Florence E. Smith STEM School Study
Kingswood Oxford School
Bishops’ Corner Stop & Shop
Women’s Health Clinic
DaVita Dialysis

+ Team Experience with
Elmwood Community Center,
St. Brigid School and the Neighborhood

SERVING CLIENTS FOR 43 YEARS
STAFF OF 50 PEOPLE
90% REPEAT CLIENTS
CREATE A WELCOMING MULTI-GENERATIONAL CULTURAL DESTINATION THAT:

Reflects West Hartford’s dynamic and diverse character as “a suburb with an urban aesthetic”

Celebrates the Town’s pride in its diversity and captures the community’s spirit

Centralizes a broad range of programs in a single cohesive location

Enhances the quality of life for all residents
<table>
<thead>
<tr>
<th>Team &amp; Mission</th>
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## Advisory Committee

*Residents of the surrounding neighborhood are noted with an asterisk*

<table>
<thead>
<tr>
<th>West Hartford Public Library Board</th>
<th>Commission on the Arts</th>
<th>Senior Citizens Advisory Board</th>
<th>Bridge Family Center</th>
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<tbody>
<tr>
<td>Jill Spear</td>
<td>Chuck Coursey</td>
<td>Beth Rocco</td>
<td>Chris Dutton</td>
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<tr>
<td>Sandy Fry</td>
<td>Dawn Ennis</td>
<td>Elmwood Business Association</td>
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<tr>
<td>Ed Pawlak</td>
<td>Esam Boraey</td>
<td>Rick Liftig*</td>
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<td>Clean Energy Commission</td>
<td>West Hartford Public Schools</td>
<td>Advisory Commission for Persons with Disabilities</td>
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<tr>
<td>Joe Campanella</td>
<td>Shaena Gray</td>
<td>Joe Kolczynski</td>
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<td>Bernie Pelletier</td>
<td>Parks &amp; Rec Advisory Board</td>
<td>Mary Silverberg*</td>
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<td>Mayor’s Youth Council</td>
<td>Anna Park*</td>
<td>West Hartford Chamber of Commerce</td>
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<tr>
<td>Kris Rimal</td>
<td>Robin Collins*</td>
<td>Chris Conway</td>
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<td>Tziyona Goldfischer</td>
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| West Hartford-Bloomfield Health District ||
|-----------------------------------------|
| Aimee Krauss                           |
| Chris Hansen                           |

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<th>Resident At Large</th>
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<tr>
<td>Venica Robinson-Blythe*</td>
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</table>
The **mission** of the Advisory Committee for the Functional Program Development and Facility Feasibility Study for the New Elmwood Community Center is to... 

**enable all members of the community to help shape the project vision and have their voices heard.**

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This Committee is charged with serving as a **liaison to the community** by engaging in active dialogue and relaying community feedback. The Committee is also charged with **providing guidance at key milestones** throughout the study process to further define and uphold the programmatic, sustainable, and economic objectives set forth.

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This Committee **will make recommendations**, but does not have final authority. This Committee **will be dissolved upon completion** of the Feasibility Study.

---

**ACTIVITY TO DATE**

**Events – Program – Site – Building**
Activity to Date

Events

Keep the trees!
A safe place for all WeHa families
Community kitchen
Sustainable design
Spaces/services to support unwed mothers
A place for community spirituality

Activity to Date
Program: Advisory Committee Prioritization

The “Must Haves”

The “Nice to Haves”
Activity to Date

**Site Analysis**

- Beachland Park: 27.04 Acres
- 100 Mayflower: 8.54 Acres

**Observations:**
- Topography (10' delta)
- 150' Regulated Wetlands
- Solar Orientation
- Existing Trees

**Activity to Date**

- Program
- Shared Lobby
- Emergency Management
- Teen Center
- Building Services
- Social Services
- Library
- Senior Center
- Flex Spaces
- Community Center

**Activity to Date**

Beachland Park: 27.04 Acres
100 Mayflower: 8.54 Acres

Observations:
- Topography (10' delta)
- 150' Regulated Wetlands
- Solar Orientation
- Existing Trees
Activity to Date

Site Analysis

Beachland Park:
27.04 Acres

Entry & Exit:
S. Quaker Ln.

Activity to Date

Site Analysis

Site Acreage:
8.54 Acres

Existing Buildings SF:
(ECC, ESC & Faxon):
66,035 SF

Initial ideas:
1. Residential buffer zone
2. Loop plus one-way
3. Solar orientation
4. Program adjacencies
### Activity to Date

**Building Analysis**

<table>
<thead>
<tr>
<th>1 Programmatic Requirements</th>
<th>4 Comfort within Spaces</th>
<th>7 Thermal Comfort &amp; Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>At approximately 52,000 sf, much smaller than the 80,000 plus sf needed; would require sizable addition. <em>(for example, the existing school gym is too small)</em></td>
<td>12 Dol floor to floor heights will limit ceiling heights and make routing of utilities more difficult</td>
<td>Existing envelope will be more difficult to seal and insulate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 Universal Design</th>
<th>5 Responsible Spending</th>
<th>8 Sustainable Design Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concerns with accessibility: main level not at grade, gym at different level, no elevator</td>
<td>Potential savings would be in shell only (floors, roof, exterior walls, structure); remainder would be removed/replaced</td>
<td>Orientation and location of building may not work as well with desired siting/access strategies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 Functionality of Spaces</th>
<th>6 Healthy Building Environments</th>
<th>9 Improve from “Status Quo”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-purpose space and kitchen are in basement, which makes access to large crowds and exterior space more difficult; also, the space is interrupted by a large number of columns</td>
<td>Costs for selective demolition and hazardous material abatement (asbestos, lead, PCBs) will decrease potential savings</td>
<td>There is already frustration with a community center being created out of a former school, and this would be more of the same</td>
</tr>
</tbody>
</table>

**UPCOMING EVENTS**
Upcoming Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/17</td>
<td>Town Council</td>
</tr>
<tr>
<td>9/8</td>
<td>Program Update</td>
</tr>
<tr>
<td>SEPT</td>
<td>Public Event</td>
</tr>
<tr>
<td>9/22</td>
<td>Advisory Committee</td>
</tr>
<tr>
<td>OCT</td>
<td>Public Event</td>
</tr>
<tr>
<td>10/27</td>
<td>Advisory Committee</td>
</tr>
</tbody>
</table>

**Project Website:** Information about the project (presentations, events, etc.) is here: [https://www.westhartfordlibrary.org/the-library/feasibility-study/](https://www.westhartfordlibrary.org/the-library/feasibility-study/)

**Project Email:** The community may send us their feedback and questions by emailing: NewECC@westhartfordct.gov

Marketing Public Events

1. **Town-wide Email**
2. **Website Updates**
3. **Social Media Posts** (Leverage the Advisory Committee network)
4. **Library Newsletter**
5. **Printed Flyers/Posters** (at ECC, ESC, BCSC, Faxon, Town Hall)
6. **Other Considerations:** Television, Press Releases

All members of the West Hartford community have the ability to co-create the vision for the Town and help shape decisions.

We will be looking to provide virtual & in-person opportunities, multi-lingual information, and a variety of days/times and venues to connect.
**NEXT STEPS**

**Next Steps**

1. **Site Analysis** | Analyze existing building and site in relation to program

2. **Development of Conceptual Options** | New & Renovate/Addition

3. **Order of Magnitude Costs** | Developed in conjunction with each option

4. **Community Listening Sessions** | Two upcoming large events, plus other opportunities

5. **Feasibility Report** | Document the process & decisions in a guidebook for the Town
Thank You

QUESTIONS

Town Council Sub-Committee Meeting
August 17, 2022
POWERPOINT PRESENTATION

September 8th Coffee Chat at Elmwood Senior Center
Coffee Chat at Elmwood Senior Center
September 8, 2022

Agenda

1. Project Team
2. Project Story
3. Activity To Date
4. Upcoming Events
5. Program & Flexible Spaces
6. Next Steps
Project Team

Architects & Engineers

Working Group

Advisory Committee

Advisory Committee Team

*Residents of the surrounding neighborhood are noted with an asterisk

- **West Hartford Public Library Board**
  - Jill Spear

- **Pedestrian & Bicycle Safety Commission**
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  - Harisharan Panta
PROJECT STORY
The “How & Why” Behind the Vision

CREATE A WELCOMING MULTI-GENERATIONAL CULTURAL DESTINATION THAT:

Reflects West Hartford’s dynamic and diverse character as “a suburb with an urban aesthetic”

Celebrates the Town’s pride in its diversity and captures the community’s spirit

Centralizes a broad range of programs in a single cohesive location

Enhances the quality of life for all residents
Project Story  What’s Possible

ACTIVITY TO DATE
Activity to Date

- More convenient parking
- A safe place for all WeHa families
- Community kitchen
- Sustainable design
- Keep the trees!
- Spaces/services to support unwed mothers
- A place for community spirituality

FAMILY POOL NIGHT

Place for Immigrants, especially high school students

UPCOMING EVENTS
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**Program Building Diagram**

- **Community Center**
- **Flex Spaces**
- **Senior Center**
- **Library**
- **Social Services**
- **Teen Center**
- **Emergency Management**
- **Building Services**
- **Shared Lobby**

**Program Senior Center**

- **Total Net SF**: 6,790 SF
- **Total Gross SF**: 10,185 SF
- **Total w/ Flex**: 30,680 SF

**Program Table**

<table>
<thead>
<tr>
<th>Location</th>
<th>Unit SF</th>
<th>Total SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium (dives into 2)</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Locker Room</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Single Use Locker Room</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Medium Multi-Purpose</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Multi-Purpose Storage</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Platform/Stage</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Comm. Center</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Break Room</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Activity Rooms</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Table Tennis</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Senior Center Open Offices</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Senior Center Private Office</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Conference Room</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Single User Toilet</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Separate Entry, Covered Drop-Off</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Public Restrooms</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Vending</td>
<td>1,400</td>
<td>1,400</td>
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<tr>
<td>Welcome Desk / Coffee Bar</td>
<td>1,400</td>
<td>1,400</td>
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<tr>
<td>Public Toilets</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Single Use Toilets</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Patios</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Community Gardens</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Outdoor Movie Area</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Amenity</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Bike Rack</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Bicycle Parking</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>RV Charging Stations</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Accessible Parking</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Accessible Toilets</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>50 Connectivity (outdoors)</td>
<td>1,400</td>
<td>1,400</td>
</tr>
</tbody>
</table>

**Total** 30,680 SF
### Program: Senior Center

#### NEXT STEPS

<table>
<thead>
<tr>
<th>Shared Lobby</th>
<th>QTY</th>
<th>UNIT SF</th>
<th>TOTAL SF</th>
<th>Regular Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vestibule (with Book Return)</td>
<td>1</td>
<td>450</td>
<td>450</td>
<td></td>
</tr>
<tr>
<td>Holds Pickup Lockers (Library)</td>
<td>1</td>
<td>250</td>
<td>250</td>
<td></td>
</tr>
</tbody>
</table>

#### Key Spaces - Shared by Seniors

<table>
<thead>
<tr>
<th>Activity</th>
<th>QTY</th>
<th>UNIT SF</th>
<th>TOTAL SF</th>
<th>Regular Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gymnasium (divides into 3 spaces)</td>
<td>1</td>
<td>7500</td>
<td>7500</td>
<td>Pickleball, Busy Bees, Special Gym.</td>
</tr>
<tr>
<td>Track Above w/ Weight Stations</td>
<td>1</td>
<td>2000</td>
<td>2000</td>
<td></td>
</tr>
<tr>
<td>Climbing Wall / Ropes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Gym Storage</td>
<td>1</td>
<td>600</td>
<td>600</td>
<td></td>
</tr>
</tbody>
</table>

#### Site and Outdoor Amenities

<table>
<thead>
<tr>
<th>Feature</th>
<th>QTY</th>
<th>UNIT SF</th>
<th>TOTAL SF</th>
<th>Regular Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pollinator Garden</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Community Flowerbeds</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Raised Garden Beds</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Outdoor Movie Area</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Amphitheater</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Pavilion</td>
<td>1</td>
<td>120</td>
<td>120</td>
<td>Senior Concert Series, Rentable</td>
</tr>
<tr>
<td>Bus Waiting / Route Change</td>
<td>1</td>
<td>120</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Playground</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Nature Trails</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Looped Walking Paths</td>
</tr>
<tr>
<td>Bicycle Parking</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>EV Charging Stations</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Accessible Parking</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>General Parking</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>WiFi Connectivity (outdoors)</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

#### Total

- Copy/Break Room: 1 unit, 80 sf, 80 sf
- Conference Room (BC & CC): 1 unit, 200 sf, 200 sf
- Single User Toilet: 1 unit, 60 sf, 60 sf

**TOTAL: 22,350 sf**
Next Steps

1. Development of Conceptual Options | New & Renovate/Addition
2. Order of Magnitude Costs | Developed in conjunction with each option
3. Community Listening Sessions | Two upcoming large events, plus other opportunities
4. Feasibility Report | Document the process & decisions in a guidebook for the Town

Think Long-Term The Feasibility Study is the first step in a multi-year timeline. Should the project move forward, there will be more opportunities to design and refine prior to the actual build.

Thank You

QUESTIONS

Coffee Chat at Elmwood Senior Center
September 8, 2022
Agenda

1. Project Team
2. Project Story
3. Activity To Date
4. Upcoming Events
5. Library Program & Flexible Spaces
6. Next Steps
**Project Team**

**Working Group**

**Architects & Engineers**

**Advisory Committee**

---

**Advisory Committee Team**

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Program Building Diagram

- Community Center
- Flex Spaces
- Senior Center
- Teen Center
- Building Services
- Emergency Management
- Library
- Social Services

Program Library Spaces

Dedicated SF 9,305 SF
Total w/ Flex SF 20,385 SF
### Program: Library Spaces

#### Shared Lobby
- **Vestibule (with Book Return)**: 1 unit, 450 sq ft, Total 450 sq ft, Regular Use
- **Holds Pickup Lockers (Library)**: 1 unit, 250 sq ft, Total 250 sq ft, Regular Use

#### Flexible Spaces - Shared by Schedule
- **Gymnasium (divides into 3 spaces)**: 1 unit, 7500 sq ft, Total 7500 sq ft, Regular Use: Pickleball, Bocce Ball, Special Events
- **Track Above w/ Weight Stations**: 1 unit, 2000 sq ft, Total 2000 sq ft
- **Climbing Wall / Ropes**: 0 units, 0 sq ft, Total 0 sq ft
- **Gym Storage**: 1 unit, 600 sq ft, Total 600 sq ft, Regular Use

#### Site and Outdoor Amenities
- **Pollinator Garden**: 1 unit, 0 sq ft, Total 0 sq ft
- **Community Flowerbeds**: 1 unit, 0 sq ft, Total 0 sq ft
- **Raised Garden Beds**: 1 unit, 0 sq ft, Total 0 sq ft
- **Outdoor Movie Area**: 1 unit, 0 sq ft, Total 0 sq ft
- **Amphitheater**: 1 unit, 0 sq ft, Total 0 sq ft
- **Pavilion**: 1 unit, 120 sq ft, Total 120 sq ft, Regular Use: Senior Concert Series, Rentable
- **Bus Waiting / Route Change**: 1 unit, 120 sq ft, Total 120 sq ft
- **Playground**: 1 unit, 0 sq ft, Total 0 sq ft
- **Nature Trails**: 1 unit, 0 sq ft, Total 0 sq ft, Regular Use: Looped Walking Paths
- **Bicycle Parking**: 1 unit, 0 sq ft, Total 0 sq ft
- **EV Charging Stations**: 1 unit, 0 sq ft, Total 0 sq ft
- **Accessible Parking**: 1 unit, 0 sq ft, Total 0 sq ft
- **General Parking**: 1 unit, 0 sq ft, Total 0 sq ft
- **WiFi Connectivity (outdoors)**: 1 unit, 0 sq ft, Total 0 sq ft

#### TOTAL
- **Copy/Break Room**: 1 unit, 80 sq ft, Total 80 sq ft
- **Conference Room (SC & CC)**: 1 unit, 200 sq ft, Total 200 sq ft
- **Single User Toilet**: 1 unit, 60 sq ft, Total 60 sq ft

**TOTAL: 22,350 sq ft**

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**NEXT STEPS**
Next Steps

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Thank You

QUESTIONS

Library Staff Meeting
September 8, 2022
Agenda

1. Project Team
2. Project Story
3. The Advisory Committee
4. Activity To Date
5. Initial Concepts
6. Upcoming Events & Next Steps
PROJECT TEAM

CONSULTANT TEAM

BEMIS ASSOCIATES
Mechanical, Electrical & Plumbing Engineering

ALFRED BENESCH & COMPANY
Civil Engineering, Landscape Architecture

THORNTON TOMASETTI
Structural Engineering

JEFF WYSZYNSKI
AIA
Principal-in-Charge

EDWARD WIDOFSKY
AIA, LEED AP BD+C
Senior Project Manager

ERNEST NEPOMUCENO
LEED AP
Senior Designer

ANTONIA CIAVERELLA
EDAC, LEED AP BD+C, WELL AP, FIWEL
Architectural Designer, Sustainability & Wellness

LUCIAN DRAGULSKI
PE, LEED AP
Principal, Bemis Associates

WILL WALTER
PE, LEED AP
Senior Associate, Civil, Benesch
PROJECT STORY

The “How & Why” Behind the Vision
CREATE A WELCOMING MULTI-GENERATIONAL CULTURAL DESTINATION THAT:

- Reflects West Hartford’s dynamic and diverse character as “a suburb with an urban aesthetic”
- Celebrates the Town’s pride in its diversity and captures the community’s spirit
- Centralizes a broad range of programs in a single cohesive location
- Enhances the quality of life for all residents
ADVISORY COMMITTEE

Team & Mission

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Aimee Krauss
Chris Hansen

**Resident At Large**
Venica Robinson-Blythe*
Harisharan Panta
Advisory Committee Mission Statement

The mission of the Advisory Committee for the Functional Program Development and Facility Feasibility Study for the New Elmwood Community Center is to:

enable all members of the community to help shape the project vision and have their voices heard.

Committee Charge
This Committee is charged with serving as a liaison to the community by engaging in active dialogue and relaying community feedback. The Committee is also charged with providing guidance at key milestones throughout the study process to further define and uphold the programmatic, sustainable and economic objectives set forth.

Scope of work
This Committee will make recommendations, but does not have final authority. This Committee will be dissolved upon completion of the Feasibility Study.

ACTIVITY TO DATE
Activity to Date Events

- **4/29** Project Kick Off
- **6/1** Program Session #1
- **6/2** Program Session #2
- **6/11** Celebrate! WeHa
- **6/12** Celebrate! WeHa
- **6/30** Advisory Committee

Emergency Management & Library
Leisure & Social Services
First Community Listening Opportunity

- **7/19** Program Update
- **7/19** Program Update
- **8/4** Family Pool Night
- **8/11** Advisory Committee
- **8/17** Town Council
- **9/8** Program Update
- **9/8** Coffee Chat

Elmwood Senior Center
Elmwood Community Center
Faxon Library

Activity to Date Events

- **8/19** Building Tours
- **8/20** Celebrate! West Hartford

Tecton Architects
Activity to Date Events

More convenient parking
A safe place for all WeHa families
Community kitchen
Sustainable design
Keep the trees!
Spaces / services to support unwed mothers
A place for community spirituality
Place for immigrants, especially high school students

Activity to Date Events

There are additional opportunities for community feedback happening soon!

1. Community Center
2. Senior Center
3. Library
4. Teen Space
5. Emergency Management
6. Meeting & Gathering Space
“Must Haves”
- covered entry
- ADA compliant
- kitchen
- security
- flexible spaces
- accessible
- parking
- solar panels
- technology
- community
- meeting rooms
- connect to Beachland
- full-size gym

“Nice to Haves”
- performance space
- makerspace
- recording studio
- patio
- recycling and compost
- garden
- amphitheater
- outdoor pavilion
- playground
- performance space
- recording studio
- makerspace
- voting location
- food pantry
- gallery
- universal design
- scooter share
- sustainability
- dashboard
- coffee area
- outdoor pavilion
- playground
- performance space
- recording studio
- makerspace
- voting location
- food pantry
- gallery
- universal design
- scooter share
- sustainability
- dashboard
- coffee area

Activity to Date Program
- Community Center
- Flex Spaces
- Teen Center
- Emergency Management
- Building Services
- Library
- Social Services
Beachland Park: 27.04 Acres

100 Mayflower: 8.54 Acres

Observations:
- Topography (10' delta)
- 150' Regulated Wetlands
- Solar Orientation
- Existing Trees

Activity to Date  Site Analysis

1. North Beachland Park: 27.04 Acres
   - Entry & Exit S. Quaker Ln.

2. Topography (10' delta)
3. Solar Orientation
4. Existing Trees

Activity to Date  Site Analysis

1. North Beachland Park: 27.04 Acres
   - Entry & Exit S. Quaker Ln.
**Activity to Date**  
**Site Analysis**

- **Site Acreage:** 8.54 Acres
- **Existing Buildings SF (ECC, ESC & Faxon):** 66,035 SF

**Initial ideas:**
1. Residential buffer zone
2. Loop plus one-way
3. Solar orientation
4. Program adjacencies

---

**Activity to Date**  
**Building Analysis**

1. **Programmatic Requirements**
   - At approximately 52,000 sf, much smaller than the 80,000 plus sf needed; would require sizable addition
   - (for example, the existing school Gym is too small)

2. **Universal Design**
   - Concerns with accessibility: main level not at grade, gym at different level, no elevator

3. **Functionality of Spaces**
   - Multi-purpose space and kitchen are in basement, which makes access to large crowds and exterior space more difficult; also, the space is interrupted by a large number of columns

4. **Comfort within Spaces**
   - 12' floor to floor heights will limit ceiling heights and make routing of utilities more difficult

5. **Responsible Spending**
   - Potential savings would be in shell only (floors, roof, exterior walls, structure); remainder would be removed/replaced

6. **Healthy Building Environments**
   - Costs for selective demolition and hazardous material abatement (asbestos, lead, PCBs) will decrease potential savings

7. **Thermal Comfort & Utilities**
   - Existing envelope will be more difficult to seal and insulate

8. **Sustainable Design Strategies**
   - Orientation and location of building may not work as well with desired siting/access strategies

9. **Improve from “Status Quo”**
   - There is already frustration with a community center being created out of a former school, and this would be more of the same
Upcoming Events

9/14 PUBLIC EVENT
ECC Auditorium
5-8pm
5-7PM Open House
7PM Presentation

9/22 ADVISORY COMMITTEE

10/6 VIRTUAL PRES/Q&A
Zoom
7-8pm
Link posted on website

10/26 PUBLIC EVENT
ECC Auditorium
5-8pm
5-7PM Open House
7PM Presentation

10/27 ADVISORY COMMITTEE

NEXT STEPS
Next Steps

1. Development of Conceptual Options | New & Renovate/Addition
   - Order of Magnitude Costs | Developed in conjunction with each option
   - Community Listening Sessions | Two upcoming large events, plus other opportunities
   - Feasibility Report | Document the process & decisions in a guidebook for the Town

Project Email: NewECC@westhartfordct.gov

Project Website: https://www.westhartfordlibrary.org/the-library/feasibility-study/
NEW ELMWOOD COMMUNITY CENTER
FEASIBILITY STUDY

WEST HARTFORD, CT

Initial Concepts Workshop
September 14, 2022
POWERPOINT PRESENTATION
September 22nd Advisory Committee Meeting
Agenda

1. The Committee’s Mission
2. Recap Project Goals and Vision
3. Initial Concepts and Feedback from 9/14 Event
4. Variations on Initial Concepts
5. **Review the Current Direction**
6. Upcoming Events & Next Steps
The *mission* of the Advisory Committee is to...

enable all members of the community to help shape the project vision and have their voices heard.

**Project Goals**

*CREATE A WELCOMING MULTI-GENERATIONAL CULTURAL DESTINATION*

- Dynamic & Diverse Town
- Celebrate WeHa Character
- Broad Range of Programs
- Enhance Experience for *ALL*
PROJECT VISION
What’s Possible

INITIAL CONCEPTS
Initial Concepts

Option 1
Reuse Existing + Addition

Option 2
Build New “L” Shape

Option 3
Build New Linear Shape

Option 1 – Reuse Existing + Addition

Main Level
Upper Level
Lower Level

Community Center
Senior Center
Library
Teen Center
Social Services
Emergency Management
Flex Space
Shared Lobby
Green Roof
Option 1 – Reuse Existing + Addition

Advantages:
• Potential cost savings in the reuse of building shell

Challenges:
• Extensive renovation required for ADA & energy code compliance
• Loading faces
• Beachland Park
• Likely maintains school layout for community spaces (similar to existing ECC)

Option 2 – Build New “L” Shape

Main Level

Community Center
Senior Center
Library
Teen Center
Social Services
Emergency Management

Upper Level

FlexSpace
Shared Lobby
Green Roof
**Option 2 – Build New “L” Shape**

- **Advantages:**
  - New construction easiest to achieve accessibility and energy goals
  - Flex Spaces distributed on upper and lower levels
  - Centralizes loading to be shared by EM, SS, LB and general service access

- **Challenges:**
  - Close to neighbors and set back from the park edge

**Option 3 – Build New Linear Shape**

- **Advantages:**
  - New construction easiest to achieve accessibility and energy goals
  - Flex Spaces distributed on upper and lower levels
  - Centralizes loading to be shared by EM, SS, LB and general service access

- **Challenges:**
  - Close to neighbors and set back from the park edge

---

**Diagram Key:**
- Community Center
- Senior Center
- Library
- Teen Center
- Social Services
- Emergency Management
- Flex Space
- Shared Lobby
- Green Roof
Option 3 – Build New Linear Shape

Advantages:
• New construction easiest to achieve accessibility and energy goals
• Library on main level with exterior at-grade access
• Centralizes loading to be shared by EM, SS, LB and general service access

Challenges:
• Flex spaces are largely upstairs
• Community Center largely upstairs

Initial Concepts Feedback 9/14

Option 1 seemed to be least preferred by the community

Option 2 seemed to be the preferred community direction

Liked the proximity to the park in Option 3…use this placement for Option 2
Option 1A – Reuse Existing + Addition

What’s Changed:

- Senior Center and Library face Beachland Park
- Social Services on lower level
- Gathering area in between the two building “wings”
**Option 2A – Build New “Bar” Shape**

- **What’s Changed:**
  - Overall shape of the building
  - Library on main level
  - Flex Spaces largely on upper level
  - Senior Center faces Beachland Park

**Option 3A – Build New Linear Shape**

- **What’s Changed:**
  - Flex Spaces are on the main level adjacent to the Senior Center
  - Library is on the upper level
Based on the feedback from the community event on 9/14, the current direction is an iteration of...

Option 2
“L” Shape
Upcoming Events

- **9/14**  
  Public Event  
  ECC Auditorium  
  5-8pm

- **9/22**  
  Advisory Committee  
  ECC Auditorium  
  5-8pm

- **10/6**  
  Virtual Pres/Q&A  
  Zoom  
  7-8pm  
  Link posted on website

- **10/26**  
  Public Event  
  ECC Auditorium  
  5-8pm  
  5-7PM Drop-In Q&A  
  7PM Presentation

[https://www.westhartfordlibrary.org/the-library/feasibility-study/](https://www.westhartfordlibrary.org/the-library/feasibility-study/)

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Connect with us!

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Next Steps

1. Development of Preferred Direction

2. Order of Magnitude Costs | Developed in conjunction with each option

3. Community Listening Sessions

4. Feasibility Report | Document the process & decisions in a guidebook for the Town
NEW ELMWOOD COMMUNITY CENTER
FEASIBILITY STUDY
WEST HARTFORD, CT

Advisory Committee Meeting
September 22, 2022
Focus of tonight’s meeting

Gather input on current direction

1 Recap Project Goals & Vision
2 Initial Concepts
3 Variations
4 **Review the Current Direction**
5 Upcoming Events
6 Stay Connected
Format for Questions

• Submit questions in the chat, addressed to “Everyone”

• If you need to clarify your question, please use the “Raise Hand” feature

• We will be collecting and organizing your questions, in order to group like-minded topics and answer as many as possible

• Should time run short, we will have all questions recorded and can respond on the project website

Project Goals

CREATE A WELCOMING MULTI-GENERATIONAL CULTURAL DESTINATION

Dynamic & Diverse Town
Celebrate WeHa Character
Broad Range of Programs
Enhance Experience for ALL
Project Vision  What's Possible

INITIAL CONCEPTS
Initial Concepts

Option 1
Reuse Existing + Addition

Option 2
Build New “L” Shape

Option 3
Build New Linear Shape

Initial Concepts Feedback 9/14

Option 1 seemed to be least preferred by the community

Option 2 seemed to be the preferred community direction

Liked the proximity to the park in Option 3...use this placement for Option 2
Variations

Option 1A
Reuse Existing + Addition

Option 2A
Build New “Bar” Shape

Option 3A
Build New Linear Shape

CURRENT DIRECTION
Based on community feedback, the current direction is an iteration of Option 2 “L” Shape.
Upcoming Events

- **9/14**
  - **PUBLIC EVENT**
  - ECC Auditorium 5-8pm

- **9/22**
  - **ADVISORY COMMITTEE**

- **10/6**
  - **VIRTUAL PRES/Q&A**
  - Zoom 7-8pm
  - Link posted on website: https://www.westhartfordlibrary.org/the-library/feasibility-study/

- **10/26**
  - **PUBLIC EVENT**
  - ECC Auditorium 5-8pm
  - 5-7PM Drop-In Q&A 7PM Presentation

- **10/27**
  - **ADVISORY COMMITTEE**

Connect with us!

**Project Email:**

NewECC@westhartfordct.gov

**Project Website:**

https://www.westhartfordlibrary.org/the-library/feasibility-study/
Town Council HCS and CPED Committees  
October 25, 2022

NEW ELMWOOD COMMUNITY CENTER  
FEASIBILITY STUDY  
WEST HARTFORD, CT

Agenda

1 Recap Project Goals & Vision
2 Initial Concepts
3 Variations
4 Review the Current Direction
5 Upcoming Events
6 Next Steps

Focus of tonight's meeting
Gather input on current direction
PROJECT GOALS & VISION

CREATE A WELCOMING MULTI-GENERATIONAL CULTURAL DESTINATION

- Dynamic & Diverse Town
- Celebrate WeHa Character
- Broad Range of Programs
- Enhance Experience for ALL
Project Vision

What’s Possible

INITIAL CONCEPTS
Option 1: Reuse Existing + Addition
Option 2: Build New “L” Shape
Option 3: Build New Linear Shape

Initial Concepts Feedback 9/14

Option 1 seemed to be least preferred by the community.

Option 2 seemed to be the preferred community direction.

Liked the proximity to the park in Option 3…use this placement for Option 2.
VARIATIONS

Variations

Option 1A
Reuse Existing + Addition

Option 2A
Build New “Bar” Shape

Option 3A
Build New Linear Shape
Refined Scheme – Site Plan

Based on community feedback, the current direction is an iteration of...

Option 2
“L” Shape

CURRENT DIRECTION
**Current Direction – Site Aerial**

**Current Direction – Site Plan**

- A Covered Drop-Off / Main Entry
- B Dedicated Senior Center Covered Entry
- C Secondary Building Entry
- D Loading Dock
- E Preschool Age Program Entry
- F Accessible Parking
- G Reinforced Turf Overflow Parking
- H Amphitheater
- I Possible Future Pavilion

1. Large Multipurpose Room
2. Gymnasium
3. Senior Center
4. Community Partnerships
5. Preschool Age Program

**Sustainable Strategies:**
- Net-Zero
- Geothermal
- PV Panels
- EV Charging
- Native Plants

Approx. ~190 Parking Spaces (incl. 20+ ADA) (~174 Existing, incl. 17 ADA)
Keeping Big Picture Process In Mind…

Iterative design process, to create a design that reflects your community’s vision for education

UPCOMING EVENTS
Upcoming Events

9/14 Public Event
9/22 Advisory Committee
10/6 Virtual Pres/Q&A
10/25 CPED/HCS Committees
10/26 Public Event
10/27 Advisory Committee
11/3 Chamber of Commerce
12/13 Town Council
ECC Auditorium
5-8pm
5-7PM Drop-In Q&A
7PM Presentation

NEXT STEPS
Next Steps

1. Finalize Preferred Direction, Develop Rendering

2. Order of Magnitude Costs

3. Feasibility Report | Document the process & decisions in a guidebook for the Town

4. Presentation to Town Council
Connect with us!

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Project Website:
https://www.westhartfordlibrary.org/the-library/feasibility-study/

Upcoming Events

- 9/14 Public Event
  ECC Auditorium
  5-8pm

- 9/22 Advisory Committee

- 10/6 Virtual Pres/Q&A
  Zoom
  7-8pm
  Link posted on website:
  https://www.westhartfordlibrary.org/the-library/feasibility-study/

- 10/26 Public Event
  ECC Auditorium
  5-8pm

- 10/27 Advisory Committee

- 9/14 Public Event
  ECC Auditorium
  5-8pm

- 10/26 Public Event
  ECC Auditorium
  5-7PM
  Drop-In Q&A
  7PM
  Presentation
Option 1 – Reuse Existing + Addition

Advantages:
• Potential cost savings in the reuse of building shell

Challenges:
• Extensive renovation required for ADA & energy code compliance
• Loading faces Beachland Park
• Likely maintains school layout for community spaces (similar to existing ECC)

Map of Option 1 – Reuse Existing + Addition

- Community Center
- Senior Center
- Library
- Teen Center
- Social Services
- Emergency Management
- Flex Space
- Shared Lobby
- Green Roof
Option 2 – Build New “L” Shape

Main Level

Upper Level

- Community Center
- Senior Center
- Library
- Teen Center
- Social Services
- Emergency Management
- Flex Space
- Shared Lobby
- Green Roof

Advantages:
• New construction easiest to achieve accessibility and energy goals
• Flex Spaces distributed on upper and lower levels
• Centralizes loading to be shared by EM, SS, LB and general service access

Challenges:
• Close to neighbors and set back from the park edge
Option 3 – Build New Linear Shape

Advantages:

- New construction easiest to achieve accessibility and energy goals
- Library on main level with exterior at-grade access
- Centralizes loading to be shared by EM, SS, LB and general service access

Challenges:

- Flex spaces are largely upstairs
- Community Center largely upstairs
Option 1A – Reuse Existing + Addition

What’s Changed:
- Senior Center and Library face Beachland Park
- Social Services on lower level
- Gathering area in between the two building “wings”
Option 2A – Build New “Bar” Shape

What’s Changed:
- Overall shape of the building
- Library on main level
- Flex Spaces largely on upper level
- Senior Center faces Beachland Park

Option 3A – Build New Linear Shape

What’s Changed:
- Flex Spaces are on the main level adjacent to the Senior Center
- Library is on the upper level
Current Direction - Other Possibilities

Main Level

Upper Level
Refining the Design Workshop
October 26, 2022

NEW ELMWOOD COMMUNITY CENTER
FEASIBILITY STUDY
WEST HARTFORD, CT

Agenda

1. Recap Project Goals & Vision
2. Initial Concepts
3. Variations
4. **Review the Current Direction**
   - Focus of tonight’s meeting: Gather input on current direction
5. Upcoming Events
6. Next Steps
PROJECT GOALS & VISION

Project Goals

CREATE A WELCOMING MULTI-GENERATIONAL CULTURAL DESTINATION

Dynamic & Diverse Town

Celebrate WeHa Character

Broad Range of Programs

Enhance Experience for ALL
Project Vision What’s Possible

INITIAL CONCEPTS
Initial Concepts

Option 1
Reuse Existing + Addition

Option 2
Build New “L” Shape

Option 3
Build New Linear Shape

Initial Concepts Feedback 9/14

Option 2 seemed to be the preferred community direction.

Liked the proximity to the park in Option 3…use this placement for Option 2.

Option 1 seemed to be least preferred by the community.
VARIATIONS

Variations

Option 1A
Reuse Existing + Addition

Option 2A
Build New “Bar” Shape

Option 3A
Build New Linear Shape
Based on community feedback, the current direction is an iteration of...

Option 2
“L” Shape
Current Direction – Site Plan

1. Large Multipurpose Room
2. Stage
3. Gymnasium
4. Senior Center
5. Shared Lobby & Coffee Bar
6. Community Partnerships
7. Preschool Age Program Area

A. Covered Drop-Off / Main Entry
B. Dedicated Senior Center Covered Entry
C. Secondary Building Entry
D. Entry to Community Partnerships Area
E. Preschool Age Program Area Entry
F. Accessible Parking
G. Reinforced Turf Overflow Parking
H. Amphitheater
I. Site of Future Pavilion

Entry from Mayflower

Sustainable Strategies:
NET-ZERO READY
Geothermal
PV Panels
EV Charging
Native Plants
+ more!

Approx. ~190 Parking Spaces (incl. 20+ ADA)
~174 Existing, incl. 17 ADA

Current Direction – Main Level

1. Large Multipurpose Room
2. Stage
3. Multipurpose Storage
4. Warming Kitchen
5. Gymnasium
6. Gym Storage
7. Locker Rooms (w/ Toilets)
8. Community Center Admin
9. Shared Lobby
10. Senior Center Admin
11. Small Multipurpose
12. Small Multipurpose
13. Art Room
14. Small Multipurpose x2
15. Medium Multipurpose
16. Full-Service Kitchen
17. Coffee Bar
18. Loading Dock
19. Community Partnerships Areas
20. Emergency Management
21. Preschool Age Programming

Senior Center
Flex Spaces
Community Center
Community Partnerships
Emergency Management
Current Direction – Upper Level

1. Circulation Area
2. Children’s Area
3. Activity Rooms
4. Library Workroom & Admin
5. Adult Area
6. Teen Area
7. All-Staff Break Room
8. Reservable Meeting Rooms
9. Sensory Room
10. Wellness/Dance Studio
11. Small Multipurpose
12. Small Multipurpose
13. Maker Space
14. Art Room
15. Medium Multipurpose
16. Teen Center
17. Lounge
18. Track Above Gym (w/ Stations)
19. Cardio/Weights Area
20. Indoor Play Area

Iterative design process, to create a design that reflects your community’s vision for education

Keeping Big Picture Process In Mind…

Study / Concept

Finished Building
Town Council HCS & CPED Feedback:

1. Confirmation of size and amenities of Gymnasium
2. Teen Center size and type of spaces
3. Space for Special Needs Population, Cultural Groups & Non-English Language Speakers
4. Balance of net to gross SF – circulation vs. program space
5. Distance from accessible parking to main entries

UPCOMING EVENTS
Upcoming Events

- **9/14**
  - Public Event

- **9/22**
  - Advisory Committee

- **10/6**
  - Virtual Pres/Q&A

- **10/25**
  - CPED/HCS Committees

- **10/27**
  - Advisory Committee

- **11/3**
  - Chamber of Commerce

- **12/13**
  - Town Council

- **10/26**
  - Public Event

**ECC Auditorium**
- 5-8pm
- 5-7PM Drop-In Q&A
- 7PM Presentation

NEXT STEPS
Next Steps

1. Finalize Preferred Direction, Develop Rendering
2. Order of Magnitude Costs
3. Feasibility Report | Document the process & decisions in a guidebook for the Town
4. Presentation to Town Council

Connect with us!

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Agenda

1. Recap Project Goals & Vision
2. Initial Concepts & Variations
3. **Review the Current Direction**
4. **Review Feedback We’ve Heard Recently**
5. Upcoming Events
6. Next Steps

*Focus of tonight’s meeting*
Gather input on current direction
The **mission** of the Advisory Committee is to...

enable all members of the community to help shape the project vision and have their voices heard.

PROJECT GOALS & VISION
CREATE A WELCOMING MULTI-GENERATIONAL CULTURAL DESTINATION

Dynamic & Diverse Town
Celebrate WeHa Character
Broad Range of Programs
Enhance Experience for ALL

Project Vision What's Possible
INITIAL CONCEPTS

Initial Concepts

Option 1
Reuse Existing + Addition

Option 2
Build New “L” Shape

Option 3
Build New Linear Shape

Variations

Option 1A

Option 2A

Option 3A
Based on community feedback, the current direction is an iteration of...

Option 2
“L” Shape

Refined Scheme – Site Plan

CURRENT DIRECTION
Current Direction – Site Aerial

Beachland Park

Current Direction – Site Plan

A) Covered Drop-Off / Main Entry
B) Dedicated Senior Center Covered Entry
C) Secondary Building Entry
D) Loading Dock
E) Preschool Age Program Entry
F) Accessible Parking
G) Reinforced Turf Overflow Parking
H) Amphitheater
I) Possible Future Pavilion

1) Large Multipurpose Room
2) Gymnasium
3) Senior Center
4) Community Partnerships
5) Preschool Age Program

Sustainable Strategies:
- Net Zero
- Geothermal
- PV Panels
- EV Charging
- Native Plants
+ more!

Approx. ~190 Parking Spaces (incl. 20+ ADA)
(~174 Existing, incl. 17 ADA)
Keeping Big Picture Process In Mind…

Community Survey Feedback:

1. Confirmed that **Options 2 & 3 were most preferred** (highest percentages of 5-star ratings)

2. The **location of the Building** was preferred in Option 3 (we are reflecting this in the conceptual study design)

3. The **location of the Gym** was preferred in Option 3 (we are reflecting this in the conceptual study design)

4. The **Senior Center** is consistently preferred in its current location

5. The **shape of the Building** was preferred in Option 3 (we have incorporated the main circulation corridors with multiple “avenues”)

6. The **location of the Library** was preferred in Option 3 (we are currently showing the Library on the 2nd FL this in the conceptual study design)

*Reminder that this conceptual analysis is a test-fit of program elements on a site, to study adjacencies and overall functionality/viability. This design is likely to adapt & change in conjunction with any future design processes which will involve additional opportunities for community feedback.*
10/25 Town Council HCS/CPED Feedback:

1. Confirmation of size and amenities of Gymnasium
2. Teen Center size and type of spaces
3. Space for Special Needs Population, Cultural Groups & Non-English Language Speakers
4. Balance of net to gross SF – circulation vs. program space
5. Distance from accessible parking to main entries

10/26 Community Feedback:

- Budget accordingly for site plantings & features
- Community gardens
- No fossil fuels
- Traffic concerns on Mayflower St & S. Quaker
- Upgrade Beachland drives and parking
- Be good neighbors – maintenance & boundary, light pollution, no pesticides
- Containment of hazardous materials during demolition
10/26 Community Feedback:

**Current Direction – Main Level**

- Consider stage craft room, dressing rooms for Stage
- Glad no double-sided stage
- Consider acoustics at stage
- Think about distance from multipurpose room to toilets
- How about 2 Gyms?
- Coffee Bar is too small
- Gated exit to S. Quaker?
- Library seems hidden, not on main road
- Is Senior Center big enough?
- Keep the dog park
- Why is it so big? But like the gym
- Need a shared classroom for Town adult education programs

10/26 Community Feedback:

**Current Direction – Upper Level**

- Drop-off prevents ADA parking close to main entries
- Fully equipped conference rooms with audio/microphones that can be individually controlled
- Audio for those hard of hearing
- Library should be on the main level – does it have a dedicated entry?
- Library and Teen areas are too small
- Teens need 2 TVs, space for gaming, small office, sink, storage
- Teens want: painting, dancing (like Just Dance video game)
- Cardio and weights area too small
- How many basketball hoops are there?
Next Steps

1. Finalize Preferred Direction, Develop Rendering

2. Order of Magnitude Costs

3. Feasibility Report | Document the process & decisions in a guidebook for the Town

4. Presentation to Town Council
Connect with us!

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NEW ELMWOOD COMMUNITY CENTER
FEASIBILITY STUDY
WEST HARTFORD, CT

Advisory Committee Meeting
October 27, 2022
NEW ELMWOOD COMMUNITY CENTER
FEASIBILITY STUDY
WEST HARTFORD, CT

West Hartford Chamber
Economic Development Committee
November 3, 2022

Agenda

1. Project Goals & Vision
2. Initial Concepts & Variations
3. Review the Current Direction
4. Upcoming Events
5. Next Steps
PROJECT GOALS & VISION

Project Goals

CREATE A WELCOMING MULTI-GENERATIONAL CULTURAL DESTINATION

Dynamic & Diverse Town
Celebrate WeHa Character
Broad Range of Programs
Enhance Experience for ALL
INITIAL CONCEPTS
Initial Concepts

Option 1
Reuse Existing + Addition

Option 2
Build New “L” Shape

Option 3
Build New Linear Shape

Variations

Option 1A

Option 2A

Option 3A

Initial Concepts Feedback 9/14

Option 1 seemed to be least preferred by the community

Option 2 seemed to be the preferred community direction

Liked the proximity to the park in Option 3...use this placement for Option 2
Refined Scheme – Site Plan

Based on community feedback, the current direction is an iteration of...

Option 2
“L” Shape

CURRENT DIRECTION
**Current Direction – Site Aerial**

**Current Direction – Site Plan**

- A Covered Drop-Off / Main Entry
- B Dedicated Senior Center Covered Entry
- C Secondary Building Entry
- D Loading Dock
- E Preschool Age Program Entry
- F Accessible Parking
- G Reinforced Turf Overflow Parking
- H Amphitheater
- I Possible Future Pavilion
- 1 Large Multipurpose Room
- 2 Gymnasium
- 3 Senior Center
- 4 Community Partnerships
- 5 Preschool Age Program

**Sustainable Strategies:**
- Net Zero
- Geothermal
- PV Panels
- EV Charging
- Native Plants
- + more!

Approx. ~190 Parking Spaces (incl. 20+ ADA)
(~174 Existing, incl. 17 ADA)

Entry & Exit from Mayflower
What’s Possible…

Library Space & Openness Below

Dance and Wellness Studio

Precedent Images Shown

What’s Possible…

Precedent Images Shown

(All projects on this slide by others)
Iterative design process, to create a design that reflects your community’s vision for education

UPCOMING EVENTS
Upcoming Events

9/14 Public Event
9/22 Advisory Committee
10/6 Virtual Pres/Q&A
10/25 CPED/HCS Committees
10/26 Public Event
10/27 Advisory Committee
11/3 Chamber of Commerce
12/13 Town Council

NEXT STEPS
Next Steps

1. Finalize Preferred Direction, Develop Rendering
2. Order of Magnitude Costs
3. Feasibility Report | Document the process & decisions in a guidebook for the Town
4. Presentation to Town Council

Connect with us!

Project Email: NewECC@westhartfordct.gov

Project Website: https://www.westhartfordlibrary.org/the-library/feasibility-study/
NEW ELMWOOD COMMUNITY CENTER
FEASIBILITY STUDY
WEST HARTFORD, CT

West Hartford Chamber
Economic Development Committee
November 3, 2022