

Special Meeting Minutes
Academy School Community Design Center
June 24, 2019
4:00 PM – Town Campus Room A
Subject to Approval

Members Present:

Chair: William Stableford

Catherine Flynn-Donovan

Dick Passero

John-Michael Parker (via telephone)

Members Not Present:

Rosalyn Cama

Call to Order:

The meeting was called to order at 4:01 p.m.

1. Approval of Minutes of June 17, 2019
Item tabled.
2. Review of findings from Dick Passero's and Bill Stableford's June 20 visit to SHPO in Hartford; and to Elmwood Community Center (a converted elementary school) in West Hartford.

Dick and Bill had a very productive meeting with SHPO in Hartford. There is great potential for historical grants as listed in the Appendix A (attached). Dick mentioned that the SHPO office recommends that the application process should be done in a sequential manner, and not all at once. Dick also reports that this process can be started prior to a referendum.

Dick and Bill also visited the Elmwood Community Center in West Hartford, CT. The building is similar in size and age as Academy. It is the site of a former school. This visit illustrates the feasibility of converting a building similar to Academy into a viable community center with minimal renovation. An in-depth report is attached.

3. Progress report on preparation of CIP application following Dick Passero's and Bill Stableford's meeting with B&R Director Scot Erskine.

An in-depth report is attached.

4. Discuss and take action re: preparing for tonight's meeting of the BOS. Report on potential use of Survey and Planning Grant from SHPO to obtain up to a \$20,000 matching grant to cover costs of developing detailed architectural construction diagrams and detailed listings of construction procedures.

The committee discussed what actions would be taken for preparing for the BOS meeting on June 24. It was discovered that the Committee was not on the agenda, therefore all reports will be given at a later date.

5. Public comment

None.

6. Adjournment.

Request to adjourn made by Catherine Flynn-Donovan, seconded by Dick Passero.

Meeting was adjourned at 5:00 p.m.

Respectfully Submitted,
Catherine Flynn-Donvan

The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the ToADA/Human Resources Director Debra Milardo at 203.245.5603 (Telecommunications Devices for the Deaf—203-245-5638 or by email to milardod@madison.org at least (5) business days prior to the meeting.

**POTENTIAL GRANT FUNDING FOR CONVERSION OF THE ACADEMY SCHOOL
INTO A COMMUNITY CENTER**

**STATE HISTORIC PRESERVATION OFFICE (SHPO) Ct Historic Rehabilitation Tax
Credit Program (25% tax credits)** (Julie Carmelich juliecarmelich@ct.gov or 800-500-2362)

- a. Madison is most likely eligible (Check if CLG – Certified Local Government.)
 - b. State tax credit for expenses used to rehabilitate a certified historic structure
 - c. Up to 25% of cost of rehabilitation
 - d. Maximum grant \$4.5 million
 - e. Can be approved before referendum
 - f. Application must come from town as owner (1st Selectman's Office)
 - g. Town must be a Certified Local Government (CLG). Julie will verify for Madison.
 - h. Historic Consultants can help with the entire process. Julie will provide us with a list of consultants.
 - i. Funds applicable for:
 - (1) New construction
 - (2) All construction and demolition
 - (3) Utilities
 - (4) Not for site work (they must however review site work)
 - j. The application process must begin before work begins
 - k. Credits must be sold to a C(?) Corporation.
 - l. Application must go through the local historic district commission mainly for the exterior of the structure.
 - m. The cost must be for "significant spaces".
 - (1) Retain door trims and transoms
 - (2) Can replace modern flooring
 - (3) Discourage drop-down ceilings
 - (4) Retain original ceiling height (possible problem for utilities)
 - n. Middletown recently used these tax credits for converting a school to a Senior Center
Contact: Joe Serralis (sp?)
- 1. Federal Tax Credit Program (20% tax credits)**
- a. Madison would be eligible only if it becomes a partner in an LLC, ex. The Academy LLC
 - a. The LLC would own the building
 - b. Madison would be the managing partner
 - c. The for-profit partner could take 20% a tax credit as the investor (20% of cost of rehabilitation)
 - d. Rehabilitation for income producing purposes???
 - e. The partnership must remain for 5 years
 - f. Legal expenses might be a factor
 - g. Administered by the National Park Service and the IRS
 - h. Applications submitted by SHPO
 - i. CtTrust Circuit Rider could advise. Contact: Brad Schide

2. **Survey and Planning Grants (Mary Dunne mrv.dunne@ct.gov or 860-500-2356)**
 - a. For planning and development of historic preservation projects
 - b. Madison would be eligible
 - c. Up to \$20,000 per project. Requires 1:1 match
 - d. Non-competitive – almost 100% of submittals funded
 - e. Used for:
 - (1) Historic structure reports
 - (2) Feasibility or adaptive reuse studies
 - (3) Structure soundness studies
 - (4) Condition assessment reports
 - (5) Critical plans and specifications
 - (6) An example would be: Evaluate whether the plans can actually be build
 - (7) We can work with Colliers and QA+M Architects to develop a proposal.
 - (8) **This could be preparation for Historic Rehabilitation Tax Credit proposal.
4. **Good To Great Program (Contact: Todd Levine at todd.levine@ct.gov)**
 - (a) Julie thinks we might be able to use this
 - (b) Contact Todd
 - (c) For capital projects that link art, history, and tourism
5. **Certified Local Government (CLG) Grants. (Mary Dunne)**
 - a. Possible. Worth checking out.
 - b. Must be a “Certified Local Government”
6. **Historic Restoration Fund Grants (HFT)**

Temporarily suspended while they look for a new director. Check in future.
7. **For arts grants, might want to work with local arts groups.**

THE ELMWOOD COMMUNITY CENTER: NOTES ON OUR VISIT

June 20, 2019

1106 New Britain Ave.

West Hartford, Ct

Director Jamie Krewjreski

860-561-8160

Bill and I had a very informative visit to the Elmwood Community Center. The Center is a part of the Hartford Department of Leisure and Social Services. It was converted from the Elmwood Elementary School in 1979 and was, and is, publically funded. The director, Jamie Krajewski, took us on a tour of the building and answered most of our questions about the current funding and operation of the building. To begin with, the building is setback from a very busy commercialized area with an entrance off the main thoroughfare, New Britain Avenue. It is a 3-story brick building of about the same age and architecture as the Academy School and occupies 43,000 sq ft. The exterior of the building is well maintained and beautifully landscaped. The Community Center occupies the main floor and the lower level. The Elmwood Senior Center occupies the third floor and is funded and operated separately.

The interior of the building is pleasant, but obviously received only modest renovation. It has a large commercial kitchen, but no chefs. Meals are catered for senior. This kitchen plus an additional small kitchen are available for rental. Food is typically brought in but the stoves are available to renters.

The staff includes a director, one full time ad person, one part time facility supervisor, three office clerks, 2 full-time and 2 part-time custodians, many volunteers, but no security personnel. The total estimated expenses for 2019-2020 are \$627,229. Total revenue is estimated at \$420,000 which is returned to the town general fund. Jamie will send us figures for operation and maintenance. The Community Center submits a budget annually and is funded at part of the town budget.

Revenue from programs is estimated at \$335,000 and rentals at \$75,000. The auditorium rents for \$260-\$325 per a 4-hour block, the gymnasium for \$55-\$100, the banquet hall with kitchen for \$225-\$296, and other rooms for \$35-\$70 per hour. One wing of the first floor is leased to a day care operation. A pre-school is operated as part of the Community Center's operation. The Center has a theater with a large stage, a completely renovated gymnasium, a room with two pool tables which serves mainly as a teen center during designated days and hours. It also has an art room with sinks and a small room for sculpture with kilns. The gymnasium flooring is a synthetic material suitable for dance. This is an active, dynamic well-managed facility with a highly motivated an experienced director which is fully utilized.

We should take particular note of the following:

1. It illustrates the feasibility of converting a school building of similar age and construction to Academy into a community center.
2. It demonstrates that minimal renovation can produce a perfectly acceptable, fully utilized community center.

3. It is an indication of the staff required to run the community center. It is run by a staff of 3 full-time professionals, 3 clerks, 2 full time custodians. 2 part-time custodians, and many volunteers.
4. The revenue is about the same as our entire Beach and Recreation Department.
5. It shows the possibility of leasing a portion of the building.
6. It is an illustration of how the kitchen might be used.

CIP Application Report

What was very clear as our committee researched the possibility of a community center is that there is more need for programs for seniors (working directly with the Senior Center) teens and children than we currently have the space for. The MBR turns away programs every week due to lack of space.

These estimates don't even take into account the meeting rooms which would be rented either on a permanent basis or daily function rentals.

The revenue from the MBR presently is approximately 460,000. This would increase significantly if they were able to utilize space in the proposed community center as shown above. We have the space and the opportunity to build something wonderful and generate income as well.

We have numerous requests for Kitchen space for rental for recitals, parties and events. We have requests for space for art shows and, theatre activities and comedy and choral groups.

Below are some figures we have come up with in our research and speaking with individuals, and businesses.

Rooms available

6	Upper (events/programs)
2	Meeting
4	Lower Level
4-6	Main Level
1	Kitchen

Room rental rates: (based on surrounding town rental rates of Community Centers)

Approximately 360 for a four hour for profit or private rental and 260 for non profit for 4 hours Or 80.00 per hour. Based on that, the following is a very broad revenue expectation.

Gym (Hoop Dreams) 4 week program from 8:30 – 3:30, 7 hours at, \$ 440 per day, or \$ 8,800 for 4 program.

Comedy in small auditorium at: \$360.00 (event), x 5 per year could bring in \$2,850 (per year).

Theatre in large or small at perhaps 10 per year (several theatre groups across the state, both acting and lyric), would bring in about \$4,750 per year for approximately 10 performances per year.

Madison Beach and Rec believes that they could fill an average of 10 classes per day per floor, and week weekend party rentals at approximately 2 per month. This would add about 16,000-18,000 per week. Making a conservative estimate of about 40 weeks of use that would bring in an additional 672,000 in revenue.

Town teen dances. At about 4 per year, rental fee for the evening \$360.00, for a total of about \$1,440 per year in revenue.

There are myriad possibilities in rental space for the meeting rooms such as art groups, Pre-K programs, Cooking classes and meeting spaces for local business and networking groups. In speaking with the Senior Center they, too, have a shortage of meeting spaces and would welcome the additional space for larger functions for the Seniors.

What a wonderful opportunity we have to marry young and old to this Community Center and all it has to offer. This would bring vitality to the downtown area. Truly, if you build it, they will come.