



EXHIBIT A

**DEPARTMENT OF PUBLIC WORKS  
Building Construction & Maintenance Division**

**MEMORANDUM**

**To:** Barbara Heins  
**From:** Alan Monelli  
**Date:** July 9, 2020  
**Subject:** Municipal Improvement Status Approval  
**RE:** **Eastern Civic Center Replacement**  
**CC:** A. Siebert, B. Branyan, Joseph Siciliano

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Please place the following project on the next Board of Selectman meeting agenda for their consideration.

**Project History**

The Town of Greenwich is planning a complete replacement of the Eastern Greenwich Civic Center located on 90 Harding Road in the Old Greenwich section of Greenwich Connecticut.

The Eastern Greenwich Civic Center at 90 Harding Road was originally constructed as an employee recreation center for Electrolux Corporation in 1950. In 1966, the Town of Greenwich acquired the property and the building, and it became the Eastern Greenwich Civic Center. The existing building is a two-story reinforced concrete and masonry structure totaling approximately 31,765 square feet. The building sits on a Town owned parcel of 13.222 acres (includes playing fields). A separate Town owned parking lot of 2.026 acres sits on Harding Road opposite the Civic Center and the current lot configuration holds 216 parking spaces. This lot is for the exclusive use of the civic center and playing fields. There is limited onsite parking for staff and users of the exterior tennis courts and for the children's playground at the rear of the building.

The Town had originally targeted this project in 2000 as a building rehabilitation. During the subsequent years, several issues with the building arose which required immediate repair. As the Town undertook those repairs a systematic replacement schedule of major building components was developed as well as investigating other non-related issues such as space utilization, functionality and accessibility. After exploring the existing condition of the structural concrete, exterior masonry skin, windows & flashing, lack of thermal insulation, the steam/hot water/radiant heating system, lack of air conditioning, non-compliant restrooms, deteriorating subterranean plumbing systems, fire code issues at the main open stair, percentage of the buildings unusable space and the cost to make usable, as well as the non-accessible second floor, the Town has determined that the cost of rehabilitation would be such that a new modern replacement building would provide efficiencies in all aspects of operation that the existing building cannot deliver. Therefore, the Town has decided to pursue the buildings complete replacement.

The Eastern Civic Center is operated and staffed by the Town Department of Parks & Recreation who provides a variety of recreation programs for all age groups. In addition, they schedule and rent space in the building for other programs and organizations.

In 2018, the First Selectmen established a Committee ascertain the desired amenities that would be required in a new building. To that end Sport Facilities Advisory was hired to inspect the existing facility and to interview all the current stakeholders who utilize the center. Armed with that information they developed a town wide survey so that the residents could also comment on the replacement. The Committee analyzed the survey results and developed a list of replacement goals. The goals included the types of spaces needed in a new building as well as the amenities. The Committee held several public informational meetings to discuss the project and the list of goals. In 2019, the Committee also released a request for proposal to Connecticut licensed architects interested in developing the plans for a replacement building based on the list of replacement goals. After a five-month process, the Committee selected TSKP Studio of Hartford, CT.

### **Project Scope**

The project scope deals with replacing the existing Eastern Greenwich Civic Center with a new modern single-story structure utilizing the southern 4.5 acres of the current site. Work to improve the existing playing fields are not part of this project.

### **Main Plan Components**

- a. Demolish the existing 31,765 square foot, two story Civic Center.
- b. The replacement building will be a single story, structural steel framed building with masonry and glass exterior walls at 35,482 square feet. The replacement building will be totally ADA compliant.
- c. The interior space and amenities of the replacement building will have:
  - Multiple use full size gymnasium with roll out spectator seating of 8,100 sqft.
  - Multiple use Event Space of 8,100 sqft with an event kitchen.
  - Three (3) Activity Rooms that are 1,000 sqft each that have a capacity of 49 persons each, two of which share a common folding partition wall that can be opened to create a single larger space.
  - Storage rooms for all gym/event/activity equipment.
  - Expanded vending area with lounge area.
  - Updated and centrally located restrooms with separate family restrooms.
  - Exterior restrooms to support field activities.
  - Administrative office area
  - Interior waiting area
  - Leased OGRCC office
- d. The exterior of the building will:
  - Utilize the existing lighted tennis courts and children's playground.
  - Incorporate a new south parking lot with turn around to increase vehicle drop off and pick-ups.
  - Include a functional loading dock with scissor hydraulic platform to facilitate event deliveries.



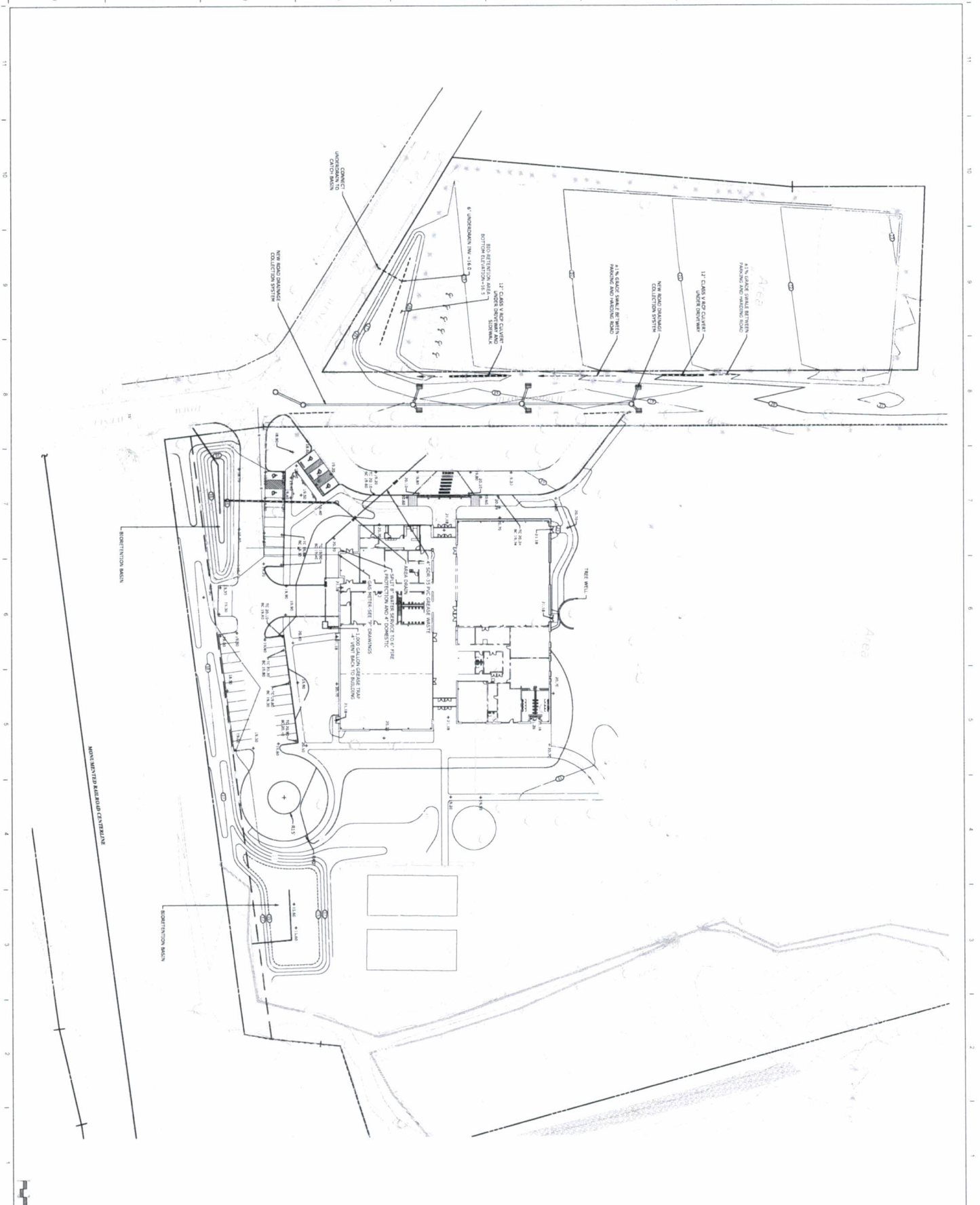
- Vehicle “drop off and pick-up” lane at front of building.
- Reconfigure the existing surface parking lot including aesthetic improvements to maximize number of spaces to comply with zoning regulations for the building function.

e. Additional Considerations:

1. The Civic Center construction project will be restricted to the area of the present building, 4.5 acres, leaving the playing fields intact. Maintaining the existing playing fields is critical during the construction along with retaining the line of trees that separates the building site from the fields.
2. The construction of the replacement building will be subject to all P&Z and IWWA regulations.
3. The design of the building and site must fully comply with the Town’s storm water quality manual. All the Storm Water BMP’s that are needed to comply with the Town’s Storm Water Quality Manual must reside in the restricted area of the construction site, 4.5 acres.
4. The new building must be designed to accommodate a myriad of functions in all spaces including the gymnasium/basketball court and the new event hall. The design of these spaces must include a safe method for delivering electricity to sales booths, displays and exhibits.
5. An environmental analysis of the soils surrounding the existing building was performed and no issues were found.
6. The Engineering Division of the Town’s Public Works Department is working on a storm drain solution for Harding Road in conjunction with the site plan for the new building. The actual work to resolve the road issue is not part of the building replacement cost but how this issue is resolved will be important to the replacement plan.
7. Energy Efficiency – The replacement building design will incorporate the latest technology to apply both sustainable and energy conservation systems. Including but not limited to:
  - Thermal insulation to meet or exceed the State Energy Code in walls, ceilings and footing perimeter.
  - Exterior windows to be low-e insulated glass with high performance organic 2 coat PVDF.
  - Fully modulating, high efficiency, gas fired condensing boilers are specified. These boilers provide higher efficiency compared to traditional oil-fired boilers. Greater water temperature delta allows for less pumping horsepower and thus less electricity to operate.
  - High efficiency air cooled chiller allows for reduced energy consumption than standard DX cooling systems.

- Building Management System to control and optimize the performance of the building.
- Outdoor temperature reset on both the heating and cooling plants.
- Interior space temperatures will be based on an owner defined occupancy schedule. This will be used in conjunction with a night setback mode to reduce space conditioning during off hours.
- CO2 based demand control ventilation allows for reduction in ventilation air and energy consumption while maintaining a healthy indoor environment.
- Energy recovery will be implemented for the men's and women's bathrooms. The energy recovery ventilator will precondition the outdoor air for AHU-3.
- An add alternate is indicated for total energy recovery wheels installed in all 4 air handling units. The energy recovery wheels will precondition the outdoor air entering the air handler, reduce equipment size and energy consumption.
- LED lighting fixtures, standard
- Occupancy/vacancy sensors to deenergize lighting fixtures when room is vacant.
- Daylight sensors to dim down lighting fixtures when there is adequate daylight.
- Dimmer switches in select spaces to allow the users to change light output to suite their preferences and reduce energy usage.
- Photocell and time scheduling devices to control exterior/site lighting through the Building Management system.
- Electronic flush valves and faucets to automatically stop water flow when not being used.
- Low flow plumbing fixtures.
- The building's roof and internal electric system will be designed to incorporate the future installation of photovoltaic solar panels. These systems are to be installed by an independent provider of the Town's choosing through a Power Purchase Agreement, PPA.

Please see attached rendering, site and floor plan.



**TSKP**
  
**STUDIO**
  
 1000 WEST 10TH AVENUE
   
 SUITE 200
   
 DENVER, CO 80202
   
 TEL: 303.733.8888
   
 WWW.TSKPSTUDIO.COM
   
 ARCHITECTURAL RENDERING: JAMES HARRISON

**MILONE &**
  
**MACBROOM**
  
 ARCHITECTS
   
 1000 WEST 10TH AVENUE
   
 SUITE 200
   
 DENVER, CO 80202
   
 TEL: 303.733.8888
   
 WWW.MILONE-MACBROOM.COM

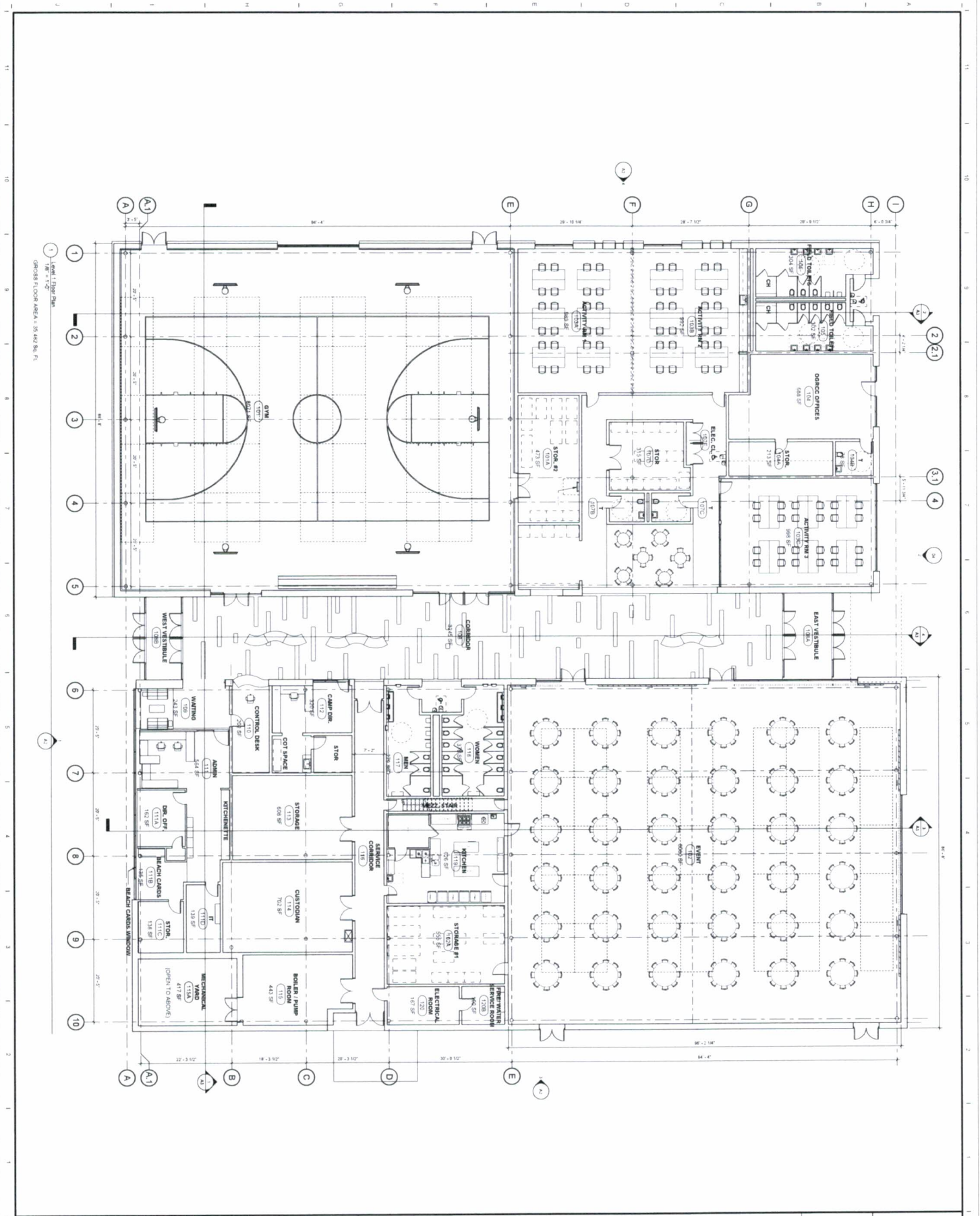
**EASTERN GREENWICH CIVIC CENTER**
  
 90 HARDING ROAD, OLD GREENWICH, CT 06870

SCHEMATIC DESIGN
   
 07/13/14

DRAWING TITLE SITE PLAN, GRADING & UTILITIES	PROJECT NO. 14-001	DATE 07/13/14	DRAWN BY VHS	CHECKED BY VHS	DATE 07/13/14
EXIST. BUILDING NO. 14-001	PROJECT NO. 14-001	DATE 07/13/14	DRAWN BY VHS	CHECKED BY VHS	DATE 07/13/14
NO. OF SHEETS 1	SHEET NO. C1.51	DATE 07/13/14	DRAWN BY VHS	CHECKED BY VHS	DATE 07/13/14

C1.51





**EASTERN GREENWICH CIVIC CENTER**  
 90 HARDING ROAD, OLD GREENWICH, CT 06870

**TSKP STUDIO**  
 ARCHITECTS  
 100 NORTH MAIN STREET, SUITE 100  
 GREENWICH, CT 06830  
 TEL: 203.659.1234  
 WWW.TSKPSTUDIO.COM

**SCHEMATIC DESIGN**  
 90 HARDING ROAD, OLD GREENWICH, CT 06870  
 TEL: 203.659.1234  
 WWW.SCHEMATICDESIGN.COM

**LEVEL 1 FLOOR PLAN**  
 DRAWING TITLE  
 SHEET NO. 101  
 PROJECT NO. 101  
 DATE: 10/1/10  
 DRAWN BY: JMM  
 CHECKED BY: JMM  
 APPROVED BY: JMM

**A1**















**KATIE DELUCA, AICP**  
DIRECTOR PLANNING AND ZONING/ZONING  
ENFORCEMENT COORDINATOR/TOWN PLANNER



**PATRICK LAROW, AICP**  
Deputy Director Planning and Zoning/Assistant  
Town Planner  
**MARISA ANASTASIO, Senior Planner**  
**BIANCA DYGERT, Planner II**  
**JACALYN PRUITT, Planner II**  
**SHANICE BECKER, Planner I**  
**PETER MANGS, Applications Coordinator**

PLANNING AND ZONING - LAND USE DEPARTMENT

CERTIFIED MAIL

December 1, 2020

Alan Monelli, Superintendent of BC&M Division  
Town of Greenwich  
Department of Public Works  
101 Field Point Road  
Greenwich, CT 06830

Joseph Siciliano, Director of Parks and Recreation  
Town of Greenwich  
Department of Parks and Recreation  
101 Field Point Road  
Greenwich, CT 06830

RE: Applications of Alan Monelli and Joe Siciliano, authorized agents for the Town of Greenwich, record owners, for a Municipal Improvement (MI), PLPZ 2020 258, for the demolition and reconstruction of the Eastern Greenwich Civic Center with a new single story 35,482 sq. ft. building to contain a new gymnasium, multi-use event space, activity rooms with flexible partitions, storage areas, vending and lounge area, restrooms, exterior restrooms to support field activities, new administrative offices, interior waiting area, and office space to be leased by the OGRCC. The Exterior changes to include new parking areas to the south of the building, new loading dock, new vehicle pick up and drop off lane in front of the building and reconfiguration of existing surface parking, and related site and stormwater management improvements on a 14.3-acres parcel located at 90 Harding Road in the R-7 Zone as shown on studies and surveys including the site plan prepared by Milone and Macbroom, dated 10/30/20 and architectural plans prepared by TSKP Studio architects dated 9/21/20.

Dear Mr. Monelli and Mr. Siciliano:

At a regular meeting held on November 17, 2020 the Planning and Zoning Commission considered the above-referenced application and took the following action:



Upon a motion made by Mr. Macri and seconded by Mr. Levy the following resolution was unanimously adopted (Voting in favor 5-0: Alban, Levy, Macri, Goss (for Fox), and Hardman; and

Whereas the Commission held regular meetings on 10/6/20 and 11/17/20 and took all testimony required by law; and

Whereas the Commission notes that at a meeting held on August 13, 2020, the Board of Selectmen unanimously voted to approve the referral of the Municipal Improvement to the Planning and Zoning Commission, in accordance with Section 99 (a)(2) of the Town Charter; and

Whereas the Commission asked the applicant for information on the community surveys that were completed and how subsequent decisions were made pertaining to the uses proposed for the Civic Center; and

Whereas the applicant noted that in 2018, the First Selectmen established a Committee to ascertain the desired amenities that would be required in a new building; and

Whereas Sport Facilities Advisory, LLC was hired to inspect the existing facility and to interview all the current stakeholders who utilize the center and they subsequently developed a town wide survey so that the residents could also comment on the replacement; and

Whereas the applicant provided the Community Needs Summary Report and Facility Program & Opinion of Cost prepared by Sports Facility Advisory, LLC Report dated 11-14-18 to the Commission; and

Whereas the applicant noted that the First Selectman's Committee analyzed the survey results and developed a list of replacement goals, which included the types of spaces needed in a new building as well as the amenities; and

Whereas the specific replacement goals were to provide the community with a functional and modern civic center that meets the needs of the supporting programs. Further, it was noted that: the new building must have a fully integrated heating, ventilation and air conditioning system that is energy efficient, to allow for year-round use of indoor spaces. Besides the exterior design of the building, a major concern of this project was the interior aesthetics and finish surface products, which are extremely important to the Town to ensure the maintenance and durability of the finished building. It was understood that the new building would have increased utility costs associated with its operation, but the architect would incorporate every possible design technique in order to minimize any assumed increase in overall annual energy expense. Exclusive use of LED lighting and thermal insulation would have an impact that is currently not realized in the existing building. LEED certification was not a requirement of this design. The architect must also realize that there is a limited amount of available staff to perform both custodial functions and to manipulate venue changes. The architect must keep this in mind, as well as provide enough space throughout the building to facilitate simple room setups as required. The new building must meet all current building, fire and safety codes; and

Whereas the First Selectman's Committee held several public informational meetings and public workshops to discuss the project and the list of goals; and



Whereas Scott Johnson, Co-Chairman of EGCC Committee, noted in written documentation for the record that, "These Replacement Goals, which contained most of the highest scoring activities and needs from the Survey, then became part of the RFP packages disseminated to potential project architects and formed a basis for future public hearings and architect's feedback. While there were certainly a small number of members of the community that wanted a significantly larger facility with additional amenities, by and large the community, and as supported by the extensive public comments, overwhelmingly supported the project encapsulated by these basic Replacement Goals"; and

Whereas in 2019, the Committee released a request for proposal to Connecticut licensed architects interested in developing the plans for a replacement building based on the list of replacement goals. After a five-month process, the Committee selected TSKP Studio of Hartford, CT; and

Whereas based on the community surveys and input at public meetings and cost analysis the site development details include the following:

- a. Demolish the existing 31,765 square foot, two story Civic Center.
- b. The replacement building will be a single story, structural steel framed building with masonry and glass exterior walls at 35,482 square feet. The replacement building will be totally ADA compliant.
- c. The interior space and amenities of the replacement building will have:
  - o Multiple use full size gymnasium with roll out spectator seating of 8,100 sq ft.
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  - o Interior waiting area
  - o Leased OGRCC office

Whereas the Commission noted that the applicant was also before the Architectural Review Committee, and the Wetland Agency, and has made updates to the plans through the review process based on those comments; and

Whereas the Commission finds that the Eastern Greenwich Civic Center is noted on p.122 of the 2019 Plan of Conservation and Development (POCD), and is in the current 15-year Capital Improvement Plan (CIP); and

Whereas the POCD speaks to preserving the Town's community character and sense of place (Guiding Principle Number One) and providing the best quality municipal facilities (Guiding Principle Number Six); and



Whereas the Chapter that deals with sustaining and improving our natural environment includes Objective 4.2(d): to support the installation of roof-top solar installations, such as the one proposed in this project and 4.2(p) promoting EV charging stations. Objective 6.2 states that the Town should promote Town properties as a model of "best practices." This section talks about electric charging stations, "green" parking lots, and energy efficiency all of which are components of this plan; and

Whereas the Commission finds that the improvements as proposed are consistent with the goals of the 2019 Plan of Conservation and Development; and

**THEREFORE BE IT RESOLVED THAT** Applications of Alan Monelli and Joe Siciliano, authorized agents for the Town of Greenwich, record owners, for a Municipal Improvement (MI), PLPZ 2020 258, for the demolition and reconstruction of the Eastern Greenwich Civic Center with a new single story 35,482 sq. ft. building to contain a new gymnasium, multi-use event space, activity rooms with flexible partitions, storage areas, vending and lounge area, restrooms, exterior restrooms to support field activities, new administrative offices, interior waiting area, and office space to be leased by the OGRCC. The Exterior changes to include new parking areas to the south of the building, new loading dock, new vehicle pick up and drop off lane in front of the building and reconfiguration of existing surface parking, and related site and stormwater management improvements on a 14.3-acres parcel located at 90 Harding Road in the R-7 Zone as shown on studies and surveys including the site plan prepared by Milone and Macbroom, dated 10/30/20 and architectural plans prepared by TSKP Studio architects dated 9/21/20 is hereby approved.

Sincerely,



Katie DeLuca, AICP  
Director of Planning and Zoning