

Minute of the Meeting
July 11, 2013 7:00
Location: East Haddam Town Hall Annex

Attendees:

Mark Walter-East Haddam First Selectman (MW)
Maryjane Malavasi – Committee Member (MM)
Patricia Stricker – Committee Member (PS)
Edward Blaschik-Committee Member (ECB)
Chuck Smith- Committee Member (CS)
David Morrison – Committee Member (DM)
David Nelson – Alternate Committee Member (DN)
Jim Ventres – Land Use Administrator (JV)
Tiffany – Ambulance (T)
Cindy Varricchio –Finance Director (CV)
Craig Mansfield- Director of Facilities (CM)
David Stein- Silver Petrucelli Architects (DS)
Raymond Wiley – O&G Industries (RW)

- **BOLDED NAMES ARE VOTING MEMBERS**

Item	Description	OPR	Due Date
2-1.	Advisory Committee for the Municipal Project was called to order at 7:05 on 7/11/13 with all members present.		
2-2.	ECB made a motion to accept the agenda as published with PS as a second. All voted to approve the agenda.		
2-3.	APPROVAL OF THE LAST MEETING MINUTES: ECB made a motion to accept the meeting minutes dated 6/26/13 with revisions to include changing his initials to ECB, Rewording the 2 nd item to the Hale Ray Middle School and adding the two fire stations as part of the group's mission. CS second the motion, motion was accepted with DM, DN, and CS abstaining.		
	UNFINISHED BUSINESS		
1-3.	A. Appointment of Chairperson: PS made a motion with ECB as a second to nominate MS as the Chairperson. No other nominations were presented. A vote was taken with MS elected Chairperson B. Appointment of Secretary: CS made a motion with DM as a second to nominate PS as the secretary. No other nominations were presented. A vote was taken with PS elected Secretary		

1-14	<p>C: Discussions were held to finalize a meeting schedule. ECB made a motion to meet the second and forth Thursday of each month at the Grange Hall. CS second the motion and all voted to approve this schedule.</p>		
1-4	<p>CM noted that Company #1 would remain as is with renovations to include rehabbing the building and extending the vehicle bays. He had distributed a list of the required square footage for this building. This was reviewed by the ambulance association, the Fire Commissioners and the Fire Chief. The intent was to leave the full time fire/ambulance members their and move company #2 to the Municipal Facility Building. It was also noted that the Ambulance Association is looking into alternate plans if the new municipal facility does not work. This would include Ambulance purchasing own property. MS also added to the discussion =Company #3's one truck garage and that the Lake Haywood Association interest in purchasing this garage from the town. MW did not see company #3 as part of our discussions due to potential increases to individual insurance premium due to not having a fire station within so many mile of a home. CM also stated that this garage is equipped with an emergency generator for emergency operations if the need should occur. MW suggested if the Lake Haywood Association would like to build something on this property they needed to address it with him.</p> <p>PS noted this referendum needs to be separated from the Renovations to East Haddam Elementary School project. Both become a major factor in how we present the issue for voting and ultimately approval. She does not believe the municipal project will be approved if it is tied to the Elementary School. DN believes the residences need to have the option to vote on the individual issues at hand. MW took the comments under advisement.</p>		
1-7	<p>DS passed out a three page document attached defining the comments from the last meeting.</p>		
2-4	<p>PAGE 1 SITE PLAN:</p> <ol style="list-style-type: none"> a. The drawing shows an addition of 8 apparatus bays that the apparatus could drive through. b. There is a standalone Police storage building c. The front entry stays the same d. The main rear entry would move to the center and a vestibule would be needed. This would accommodate the after hour areas/normal business hours areas. It would also accommodate ADA Access with an elevator providing access through the whole building. e. The vault on the tennis court side would need to be 		

	<p>added</p> <p>The groups concerns included</p> <ul style="list-style-type: none"> a. The location of the main entrance. b. State Traffic Commission would need to review the new traffic plan. JV has a design on record which shows the sight lines in these areas. He will provide it to the architect. c. Company #2 access in the front would need further design review to ensure the apparatus can make the turns. d. The neighbors would have some sort of property line buffer. 		
2-5	<p>PAGE THREE: UPPER FLOOR PLAN:</p> <ul style="list-style-type: none"> a. The Emergency wing is a multi-story to accommodate the emergency services. Apparatus bays would be high bays and esthetically enhance the current building. This area on the upper floor would include the Fire Chief, Fire Marshal, Fire Commissioner, Ambulance Office, Training Room and radio room. It would also include the shared IT Staff space which will later be labeled in blue. b. The center area includes the Gym and stage with the Parks & Receptions and Register of voters for easy access. T Expressed concern for storage of recreation items. Suggestions included under the stage and on the stage closets. Register of Voters has space to accommodate the voting machines. c. The remainder of the building would be for shared services, Board of Education Staff and the rest of the town offices. <p>The groups concerns included:</p> <ul style="list-style-type: none"> a. Protecting and reuse of the mural. The architect would take measures to protect and use the mural within the design. b. The separate areas of the building would be able to segregate and isolate depending on use and required access. 		
2-6	<p>PAGE TWO LOWER LEVEL:</p> <ul style="list-style-type: none"> a. Shows the additional of the Ambulance/Fire apparatus bays, and how the lower level of the emergency services space could be laid out. b. The elevator with the new vestibule would provide access to the lower level to provide complete ADA access, c. This level would include the Food Bank, Probate Court (if they rented the space) and Youth & Family Services. 		

	<ul style="list-style-type: none"> d. This space already has a private access. e. A document of space requirements for rentable space for the Probate Court was distributed. 		
2-7	ECB, CS, DM all expressed a concern that the Fire Department, Commissioners, Ambulance Association and Board of Education agree with these plans. CM and MW would present it to the BOE Long Range Planning Committee and the individual commissions/boards.		
	NEW BUSINESS		
2-8	MS distributed a list of organizations within town that need to be part of the outreach process. As a homework assignment before the next meeting everyone needed to review and add as much contact information as possible. Then at the next meeting we will assign members to perform the outreach to each organization.		
2-9	<p>PS had drafted a marketing plan attached. The main points included required media material: Suggested Marketing Funding for this project would be \$20,000. CV would pursue approval to transfer/ reutilize other funds</p> <ul style="list-style-type: none"> a. 4x8 signage at old school b. Easel based renderings located as required (maybe three sets) c. Smaller renderings to be located throughout the town (maybe 20 locations) and posted on the website. d. Postcard card type mailings to residences 		
2-10	<p>PS's marketing plan included a proposed schedule: This committee next meeting is July 25th. Goal for July is to get key player buy in to the plan Before this meeting have the following groups understand the concept and agree with our use of the existing facility:</p> <ul style="list-style-type: none"> a. Fire Chief and Fire Commissioners 7/12 meeting b. Review with BOE Staff the concept c. Contact the Long Range Committee of BOE to set up time to discuss. 		
2-11	<p>August is to meet with key Committee and boards:</p> <ul style="list-style-type: none"> a. BOE 8/13 b. BOF 8/12 (someone needs to meet with BOF Chairperson to discuss our plans prior to full meeting) c. Meeting with Debt Service Provider Ray Willis d. BOS Early August e. Call a public informational meeting end of August f. Meet with other subcommittees as required <p>August start heavy distribution of marketing material</p>		
2-12	September address full boards and committees for approval:		

	<ul style="list-style-type: none"> a. BOE 9/10 b. BOF 9/12 c. Mid-September hold a Town Meeting information meeting on the project. 		
2-13	Late September/October: Final Referendum Vote before the November elections		
2-14	CS made a motion to adjourn with ECB as a second at 8:35 pm. Motion passed.		

Submitted as approved via Committee on _____, for the record:

Secretary: _____ Date _____

DRAFT