

**Minute of the Meeting**  
**July 25, 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)**  
Dean Anderson –and Kevin Cavallo Ambulance (T)  
Micky Pear - Fire Commissioner  
Mrs. Pear Food Bank Representative  
Jovita Cozean  
Craig Mansfield- Director of Facilities (CM)  
Raymond Wiley – O&G Industries (RW)

- **BOLDED NAMES ARE VOTING MEMBERS**

| Item | Description   | OPR | Due Date |
|------|---|-----|----------|
| 3-1. | Advisory Committee for the Municipal Project was called to order at 7:04 on 7/25/13 with all voting members present.  |     |          |
| 3-2. | ECB made a motion to accept the agenda as published with PS as a second. All voted to approve the agenda.   |     |          |
| 3-3. | APPROVAL OF THE LAST MEETING MINUTES:<br>ECB made a motion to accept the meeting minutes dated 7/11/13 with revisions to include changing MS initials to MM, Correcting the spelling error on item 1-14, adding to item 1-4 "One member of" the Lake Haywood Association and deleting item 2-13   |     |          |
|      | <b>UNFINISHED BUSINESS</b>  |     |          |
| 1-14 | Regular Meeting Schedule was distributed.   |     |          |
| 1-4  | CM noted that he had met with the Fire Chief and Ambulance Association and issued a list of comments and concerns to the architect. The architect did not have the opportunity to complete these changes for the group.<br><br>MFBAG pointed out to the Food Bank Representatives the location and flow of the proposed location within the facility.<br>A private entryway to the Food Bank, Food Bank |     |          |

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|     | Representatives commented that CT Food bank made deliveries and would need a ramp to have access. The committee pointed out that the food bank would be completely ADA Accessible. All appeared to be satisfied.   |  |  |
| 2-8 | MM 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>Communications Update:<br/> Proceeding with the proposed draft marketing plan with the main points including required media material:</p> <ul style="list-style-type: none"> <li>a. 4x8 signage at old school</li> <li>b. Easel based renderings located as required (maybe three sets)</li> <li>c. Smaller renderings to be located throughout the town (maybe 20 locations) and posted on the website.</li> <li>d. Postcard card type mailings to residences</li> </ul> <p>PS distributed a proposed email to all organizations on the list as an introduction to the Towns plans.</p> <p>It was suggested to have a tent at the November Elections</p> |  |  |
|     | <b>NEW BUSINESS</b>  |  |  |
| 3-4 | Silver Petrucelli will provide a talking/point paper and poster for the next meeting. Estimates will also be available   |  |  |
| 3-5 | MW discussed the possibility to provide Ball field expansion consideration into our design. : The group agreed by consensus not to incorporate field expansion into the project at this time, but would be sure not to block access to lower the field areas to allow for future growth to take place.   |  |  |
| 3-6 | MM suggested breaking up the towns organizations into Formal presentations and informal presentations.   |  |  |
| 3-7 | <p>Formal Presentations of maybe 10 minutes with 3-4 slides would be the maximum presentation. They would be presented at:</p> <p>Board of Finance with a premeeting (MM and MW)<br/> Board of Education (MW/CM)<br/> Chamber of Commerce (MW)<br/> EH Business Association MM to call<br/> EH Ambulance Association (CM) 9/9<br/> EH Senior Citizens (CS/PS/DM)<br/> EH Fire Department/ Commissioners (CM/ECB/DN) 9/3<br/> EH Youth and Family Svc (MM) Planning &amp; Zoning (JV)</p>   |  |  |

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|------|---|--|--|
|      | 8/27<br>Economic Development Commission (PS) 9/5<br>Parks & Recreation Commission (MM) with Brad Parker<br>Probate Court  |  |  |
| 3-8  | Informal presentations would include member of the Advisory Committee to speak informally to:<br>EH Lions Club (MM)                      EH Elementary School PTO (PS)<br>Democratic Town Committee (ECB/MM)<br>EH Garden Club (CS)                      EH Girl Scouts (PS)<br>EH Historic Society (DN) 8/20      EH Land Trust (JV/MM)<br>EH Little League (MW)                      Rotary Club (PS)<br>Republican Town Committee (MW) |  |  |
| 3-9  | The rest of the groups with the small group getting email notifications of our intent and invited to group meetings   |  |  |
| 3-10 | ECB made a motion to adjourn the meeting at 8:33 with PS as a second, All voted to adjourn  |  |  |

Submitted as approved via Committee on \_\_\_\_\_, for the record:

Secretary: \_\_\_\_\_ Date \_\_\_\_\_