

**Draft Minute of the Meeting
Municipal Facility Building Advisory Group
August 22, 2013 7:00
Location: East Haddam Grange**

Attendees:

Mark Walter-East Haddam First Selectman (MW)
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)
Karen Conover – Alternate Committee Member (KN)
 Dean Anderson –Ambulance (T)
 Craig Mansfield- Director of Facilities (CM)
 Raymond Wiley – O&G Industries (RW)
 Jovita Cozean – Food Bank
 Kim Becker – Food Bank

- **BOLDED NAMES ARE VOTING MEMBERS**

Item	Description	OPR	Due Date
1-1	Advisory Committee for the Municipal Project was called to order at 7:02 on 8/22/13 with 1 voting members absent – David Morrison was seated for Mary Jane Malavasi.		
2-1	DN made a motion to accept the agenda as published with CS as a second. All voted to approve the agenda.		
3-1	APPROVAL OF THE LAST MEETING MINUTES: ECB made a motion to accept the meeting minutes dated 8/8/13 with the following corrections: -Tony McCabe proper name is Toni McCabe -Item 4-3 second sentence should read “This included the 3 Expanded bays....” -Item 5-5 the Ambulance Association will be visited by CS, MM & ECB -Item 5-5 “EH Historic Society (DN) 8/20” Should Read “EH Historical Society (DN)” DM second the motion. All voted to approve. ECB abstained due to leaving early		
	UNFINISHED BUSINESS		
4-1	The site plan, Lower Floor Plan and Upper Floor plan of the New Municipal Facility were displayed. See attached plans. The		

	committee discussed the latest changes. The way the Athletic field for future development was shown needs to be marked clearly as future plans so people do not get the impression that the fields are in the budget or scope of this existing project.		
4-2	Discussion took place in regard to plans. CS asked for a cost of the annual maintenance of the budget. Concern was expressed in regard to the size of the building. PS expressed concern that project may not pass a referendum due to cost further she stated concern about asking Boards and commissions for “blessings” on the project without full information on financial impacts. MW and CM stated the idea of these meetings was to get them involved and not to seek approval. Full financial information would be ready by the time we have a public meeting.		
4-3	Question was raised about how extensive the renovations would be. O&G replied building will be gutted to the brick walls. Money is in the proposal for asbestos removal if needed. Question was raised on if the cost was a 2013 figure.		
4-4	Communications Update: Proceeding with the proposed draft marketing plan with the main points including required media material: <ul style="list-style-type: none"> a. 4x8 signage at old school as approved 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 e. Tent located at the November Elections 		
4-5	Silver Petrucelli will provide a talking/point paper and poster for the next meeting.		
5-1	Consensus of the committee was to hold off on any motions regarding cost estimates at this time and wanted to get feedback from BOF before moving forward.		
5-2	Formal Outreach Report Board of Finance met on 8/12 (MM, PS, ECB, CS, CV, RW and MW in attendance from our group) -The overall position from the BOF was positive and they agreed with the advisory groups course and agreed with the concept. They did recommend that CV continue to discussing these plans with bond counsel and review all other potential funding sources. Board of Education met on 8/13 (MW, ECB, CS, CV, PS, CM) RW and CM presented the proposed plans and where the BOE would occupy the new facility. Budgets were presented including the cost to renovate the East Haddam Elementary		

	<p>School. Discussions included the potential to demo the existing old middle school facility and build a new one. BOE expressed concern in regard to meeting space and questioned if there was enough space for all the meetings BOE has. BOE questioned storage and presenters pointed out the proposed storage area for BOE documents.</p> <p>Chamber of Commerce (MW) EH Business Association MM to call EH Ambulance Association are meeting on 9/9 at Co #1 at 6:00 (CM,MM & EB) EH Senior Citizens (CS/PS/DM) EH Fire Department/ Commissioners are meeting on 9/3 at Co#1 at 7:00 (CM/ECB/DN) EH Youth and Family Svc (MM) Planning & Zoning we will meet in September (JV) Economic Development Commission are meeting on 9/5 at 7:00 in the Annex (PS) 5 Parks & Recreation Commission (MM) with Brad Parker Probate Court to be determined</p> <p>Informal presentations would include member of the Advisory Committee to speak informally to: EH Lions Club (MM) EH Elementary School PTO (PS) Democratic Town Committee (ECB/MM) EH Garden Club (CS) EH Girl Scouts (PS) EH Historical Society (DN) EH Land Trust (JV/MM) EH Little League (MW) Rotary Club (PS) Republican Town Committee (MW)</p> <p>The rest of the groups with the small group getting email notifications of our intent and invited to group meetings</p>		
	<p>NEW BUISINESS</p>		
6-1	<p>Timeline discussions have this referendum in front of the public in December 2013</p>		
6-2	<p>No audience of citizen comments – all non voting members and audience were invited to speak during the meeting.</p>		
6-3	<p>CS made a motion to adjourn the meeting at 7:43 with ECB as a second, All voted to adjourn</p>		

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

Secretary: _____ Date _____

DRAFT