

**Minute of the Meeting
Municipal Facility Building Advisory Group
September 12, 2013 7:00
Location: East Haddam Grange**

Attendees:

Mary Jane Malavasi-Committee Chairperson (MM)
Edward Blaschik-Committee Member (ECB)
David Morrison – Committee Member (DM)
David Nelson – Alternate Committee Member (DN)
 Dean Anderson –and Kevin Cavallo Ambulance (T)
 Craig Mansfield- Director of Facilities (CM)
 Raymond Wiley – O&G Industries (RW)
 David Stein – Silver Petrucelli
 Paul Jorgenson- Silver Petrucelli

- **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 9/12/13 with a quorum present		
2-1	ECB made a motion to accept the agenda as published with DM 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 8/22/13 with the following corrections: -CV needs to be added as an attendee -item 3-1 DN made the motion and ECB seconded the motion -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 seconds the motion. All voted to approve		
	UNFINISHED BUSINESS		
4-1	DS reviewed the present sketches with the committee Final adjusts need to be made based on the following comments from the committee: 2 nd floor drawing adjustments include a. Switch the Tax Collector and Tax Assessors office to get		

	<p>the Tax Collector away from the door.</p> <ul style="list-style-type: none"> b. Moving the women’s room door away from the front door c. Deleting the Fire Marshal reference in the bldg. Department area d. Delete the label HR e. Change the color for the Maintenance Supervisor, IT from pink to blue f. Move the training and ambulance storage to the first floor. g. Remove the wall between the meeting room and waiting area at the old main entry. Also note somehow the mural will be revitalized and remain. <p>1st floor:</p> <ul style="list-style-type: none"> a. Move the Fitness, sleeping, showers to the second floor b. Move the radio room to make space for the training spaces from the second floor c. Define an area for the Clothing Bank d. Change the color of the mechanical area to yellow e. Add a matrix to the board showing a matrix of spaces to square footages <p>Site Plan:</p> <ul style="list-style-type: none"> a. Do not show the future fields on a drawing. Instead on the larger site plan just show an arrow showing where the future fields will be b. Revise the paved apron to include all the bays to have drive thru access c. Match the foot print of the vault from the floor plans 		
	Communications Update:		
4-5	<p>The events periodical is coming out soon and we need to have something. This due date is 9/20. DS presented a recommendation to use a two page bifold size.</p> <p>Silver will create a rendering as a center piece with the mission statement above the rendering. On the left of the rendering use bullets to outline the program and on the right use bullets outlining the advantages of this project.</p>		
4-6	The rendering shall be the site plan utilizing a 3-D building representation.		
4-7	The mission statement needs to be worked. Utilizing the mission statement in the committees charge, Key words should include Accessible, user friendly, and consolidation. DS would distribute his first draft.		
4-8	Program Bullet items:		

	<p>Town Offices</p> <ul style="list-style-type: none"> Town Clerk & Vault Tax Collector Tax Assessor Building Department Land Use Department Sanitarian Town Historian Selectmen’s Office Registrar of Voters Parks & Recreation Economic Development <p>Board of Education</p> <ul style="list-style-type: none"> Superintendent’s Office Special Education Offices School Maintenance Office <p>Shared Services</p> <ul style="list-style-type: none"> Facilities Dept. Finance Dept. Information Technology <p>Emergency Services</p> <ul style="list-style-type: none"> Police Fire Department Ambulance Emergency Management <p>Additional Town Services</p> <ul style="list-style-type: none"> Youth & Family Services Food Bank Clothing Bank Visiting Nurse *Probate (potential) 		
4-9	<p>Advantage Bullet items:</p> <ul style="list-style-type: none"> • Consolidation of Town Services & Departments • Creation of a Public Safety Facility and Enhancements to the Town Street Fire House • Potentially add revenue from the sale of the repurposed properties and increase the tax base from these properties. (Existing Town Offices, River house, Youth & Family Services, Moodus Fire House, Food & Clothing Banks • Revitalize the interior of the building • Economic Development of Moodus Center • Preserve and restoration the mural. Preserve the historic building exterior. • Repurpose existing town facilities for commercial development 		

4-10	<p>Formal Outreach Report</p> <p>Board of Finance met on 8/12 (DM, 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 group’s course and agreed with the concept. They did recommend that CV continue discussing these plans with bond counsel and review all other potential funding sources.</p> <p>Board of Education met on 8/13 (MW, ECB, CS, CV, PS, CM) RW and CM presented the proposed plans and were the BOE would occupy the new facility. Budgets were presented including the cost to renovate the East Haddam Elementary School. Discussions included the potential to demo the existing facility and build a new one. This budget can be included in future presentations. Note the State share for new facility is approximately 10% lower than renovations.</p> <p>Chamber of Commerce (MW) EH Business Association MM to call EH Ambulance Association met on 9/9 at Co #1 (CM, MM & PMS) Overall comments were positive with the only exception that the group was concern as to where the ambulance would be housed and if the Fire Dept. would permit it. MM instructed them that the committee provided the space where and which apparatus gets housed where, is up to the organization. EH Senior Citizens (CS/PS/DM) EH Fire Department/ Commissioners met on 9/3 at Co#1 (CM and MW) All positive comments 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</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>		

	The committee is waiting for the fiscal information before they proceed with contacting the other organizations.		
	NEW BUISINESS		
5-1	<p>Timeline discussions included the following recommendations:</p> <ul style="list-style-type: none"> • 9/20 publish plans in the Events Periodical • 11/4 have booth at elections • 11/12 present to the Board of Education • 11/14 Having a Project Presentation. (Board of Selectmen needs to call for this) • 11/18 present to the Board of Finance • 11/20 present to the Board of Selectmen and having them call for a town meeting/Referendum • 12/5 present and vote to go to referendum at the town meeting • 12/17 hold the referendum vote 		
5-2	CM discussed the Elementary School Committee and thoughts to present to the public jointly. The committee recommends proceeding separately up to the point of Town Meeting. At this point publicly present at the Town Meeting to vote items to go to referendum.		
6-2	No audience of citizen comments – all non-voting members and audience were invited to speak during the meeting.		
7-1	ECB made a motion to adjourn the meeting at 8:20 with DN as a second, All voted to adjourn		

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

Secretary: _____ Date _____