

**Approved Minutes of the Meeting
Municipal Facility Building Advisory Group
September 26, 2013 7:00
Location: East Haddam Grange**

Attendees:

- Mary Jane Malavasi-Committee Chairperson (MM)**
- Edward Blaschik-Committee Member (ECB)**
- David Morrison – Committee Member (DM)**
- Patricia Stricker – Committee Member Secretary (PS)**
- Mark Walter – First Selectman (MW)
- Dean Anderson – Ambulance (DA)
- Xenia Coulter- Ambulance
- Cindy Varricchio –Finance Director (CV)
- Craig Mansfield- Director of Facilities (CM)
- Jim Ventres – Land Use Administrator (JV)
- Raymond Wiley – O&G Industries (RW)
- Paul Jorgenson- Silver Petrucelli (PJ)
- Xay- Websters Bank (Xay)

- **BOLDED NAMES ARE VOTING MEMBERS**

| Item | Description | OPR | Due Date |
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| 1-1 | Advisory Committee for the Municipal Project was called to order at 7:03 on 9/26/13 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: -Line item 4-9 remove the BOE DM seconds the motion. All voted to approve | | |
| | UNFINISHED BUSINESS | | |
| 4-1 | PJ reviewed the present sketches with the committee Final adjusts need to be made based on the following comments from the committee: a. The second line of the mission statement needs a space between “andinto” so it reads “and into” b. Under Town offices the “Registrar of votes” should read “Registrar” of Voters” c. Second line of the advantages needs to include fire in “Town St. Fire Department” | | |

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| | <p>d. MM noted that the layout does not show the change in placement of the FD bays as requested by DN that would indicate additional turning room. This can be addressed in final design.</p> <p>2nd floor drawing adjustments include</p> <ul style="list-style-type: none"> a. Change the color of the shared services from yellow similar to the bathrooms to a different color. b. Under Town Offices remove the maintenance supervisor this office is under the BOE c. Add parks and recreation to the list of spaces d. CM suggested revising the male bunks, female bunks and fitness center so they can share the fitness center e. vault needs to be same look as rest of building. <p>1st floor:</p> <ul style="list-style-type: none"> a. Call "shared office | | |
| | Communications Update: | | |
| 4-2 | <p>Reviewed the page that will be present in the Town events Periodical. MW has also presented a selectmen's article outlining that the town cannot do nothing. He uses an excel spread sheet to show this. He will share it with the group at the next meeting. The EH Elementary School Advisory Committee also has an article.</p> | | |
| 4-3 | <p>Formal Outreach Report</p> <p>Board of Finance met on 8/12 (MM, PS, ECB, CS, CV, RW and MW in attendance from our group)</p> <p>Board of Education met on 8/13 (MW, ECB, CS, CV, PS, CM)</p> <p>Chamber of Commerce (MW)</p> <p>EH Business Association MM to call</p> <p>EH Ambulance Association met on 9/9 at Co #1 (CM, MM & EB) 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.</p> <p>EH Senior Citizens (CS/PS/DM/CM) midday on the 2nd Wednesday of the month</p> <p>EH Fire Department/ Commissioners met on 9/3</p> <p>EH Youth and Family Svc: MM reported that YFS asked for MFBAG to attend its 11/11 meeting at 6:30 to go over the layout. She noted that their questions center around financial and contractual issues which need to be addressed with the BOS.</p> <p>Planning & Zoning are looking for budget figures (JV)</p> | | |

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| | <p>Economic Development Commission (PS) looking for budget amounts</p> <p>Parks & Recreation Commission (MM) with Brad Parker</p> <p>Probate Court</p> <p>Informal presentations would include member of the Advisory Committee to speak informally to:</p> <p>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>11/5 Election day to include a tent with the boards.</p> | | |
| | <p>NEW BUISINESS</p> | | |
| 5-1 | <p>Timeline discussions included the following recommendations:</p> <ul style="list-style-type: none"> • 9/20 publish plans in the Events Periodical • 11/5 have booth at elections • 11/12 present to the Board of Education • 11/14 Having a Town Public Meeting. (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 • 11/21 Possible Tri Board Mtg with BOS, BOF and BOE • 12/5 present and vote to go to referendum at the town meeting • referendum date to be determined target for 12/17 | | |
| 5-2 | <p>Xay with Websters Bank was present to discuss the towns financial options.</p> <ol style="list-style-type: none"> a. East Haddam is looking at all options for bonds and notes including USDA 30 year notes . b. He pointed out the impact to the town’s rating would not likely change c. . Xay provided graphs depicting the town's existing general fund debt service, existing and proposed debt | | |

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| | <p>service, and mil rate for proposed debt service</p> <p>d. CV had talked to the USDA and found potential grants and other opportunities due to the new facility being located in Moodus at a lower population income level.</p> <p>e. CV pointed out that the BOE is getting enrollment projects from a private firm and these should be available next meeting. The enrollment at the elementary school could have substantial affect on the overall dollar the town would need.</p> | | |
| 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 8:30 with PS as a second, All voted to adjourn | | |

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

Secretary: _____ Date _____

APPROVED