

**Draft Minute of the Meeting
Municipal Facility Building Advisory Group
October 10, 2013 7:00
Location: East Haddam Grange**

Attendees:

Karen Conover – Alternate Committee Member (KC)
Edward Blaschik-Committee Member (ECB)
David Morrison – Committee Member (DM)
Patricia Stricker – Committee Member Secretary (PS)
Chuck Smith- Committee Member (CS)
 Mark Walter – First Selectman (MW)
 Kevin – Ambulance (DA)
 Craig Mansfield- Director of Facilities (CM)
 Raymond Wiley – O&G Industries (RW)
 Paul Jorgenson- Silver Petrucelli (PJ)

- **BOLDED NAMES ARE VOTING MEMBERS**

Item	Description	OPR	Due Date
1-1	Advisory Committee for the Municipal Project was called to order at 7:03 on 9/26/13 with a quorum present. Alternate KC sat in for MM's absence.		
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	<p>APPROVAL OF THE LAST MEETING MINUTES:</p> <p>DM made a motion to accept the meeting minutes as amended below dated 9/12/13 with the following corrections:</p> <ul style="list-style-type: none"> -Line item 4-3 change "middy" to "Midday" -Line 5-1 use 12/17 as a "Target date" -call "future shared services" just "shared services" -Line 4-10 EH Youth and Family Services: "MM reported this organization would like the committee to attend the 11/11 6:30 meeting to review layout. With the Selectmen to explain how this would affect them fiscally". EDC is looking for the final budget numbers for their review. -Line 5-2a replace the statement read "East Haddam is considering a 20 year or a 30 year bond or a USDA loan. East Haddam is reviewing all fiscal options. <p>ECB seconds the motion. All voted to approve</p>		

	UNFINISHED BUSINESS		
4-1	PJ presented the final sketches. Revisions included the modification and clarification of names on Food Bank and Clothing Bank areas., calling Probate office and Probate court. Special Ed Admin needs to be near the Special Ed. PJ would review and proof final square footages for accuracy. Kevin indicated the location of the ambulance vehicle TBD all other space is correct.	Silver Petrucelli	
4-2	PJ would produce 2 large boards for display and at least 7 laminates 11x18 copies for posting.	Silver Petrucelli	
	Communications Update:		
4-3	MW presented a copy of his "First Selectman's Corner" article in the Events periodical for all to see and use.		
4-4	<p>Formal Outreach Report</p> <p>Board of Finance first meeting as previous reported Tri board meeting will be taking place.</p> <p>Board of Education as previous reported</p> <p>Chamber of Commerce (MW)</p> <p>EH Business Association MM to call</p> <p>EH Ambulance Association as previously reported .</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) This organization would like the committee to attend the 11/11 at 6:30 meeting to review layout. They would like the Selectmen to explain how this would affect them fiscally.</p> <p>Planning & Zoning are looking for budget figures (JV)</p> <p>Economic Development Commission (PS) They would like budget numbers so they can discuss this project.</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)</p> <p>Democratic Town Committee (ECB/MM)</p>		

	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)		
	The rest of the groups with the small group getting email notifications of our intent and invited to group meetings. 11/5 Election day to include a tent with the boards.		
	NEW BUISINESS		
5-1	Timeline discussions included the following recommendations: <ul style="list-style-type: none"> • 11/5 have booth at elections • 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 • 11/18 Possible Tri Board Mtg with BOS, BOF and BOE • 12/17 target date to hold the referendum vote 		
5-2	No changes to the budget the committee for the school is waiting for enrollment projections.		
5-2	Other: MW recommended that the member of this committee attend a Educational Workshop on our requirements for meeting the Freedom of Information Act		
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 8:00 with DM as a second, All voted to adjourn		

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

Secretary: _____ Date _____