

**Approved Minute of the Meeting
Municipal Facility Building Advisory Group
October 24, 2013 7:00
Location: East Haddam Grange**

Attendees:

Patricia Stricker – Committee Member Secretary (PS)
Karen Conover – Alternate Committee Member (KC)
Edward Blaschik-Committee Member (ECB)
David Morrison – Committee Member (DM)
David Nelson – Committee Member (DN)
Chuck Smith- Committee Member (CS)
 Cindy Varricchio –Finance Director (CV)
 Kevin – Ambulance ()
 Craig Mansfield- Director of Facilities (CM)
 Jim Ventres- Land Use Administrator (JV)
 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 7:01 on 10/24/13 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 KC as a second. All voted to approve the agenda.		
3-1	APPROVAL OF THE LAST MEETING MINUTES: KC made a motion to accept the meeting minutes as amended below dated 10/10/13 with the following corrections: -Line item 4-2 change "PJ would produce 2 large boards for display and at least 7 laminates 11x18 copies for posting." to "PJ would produce 2 large boards for display. The Town would Laminate 11x18 copies as required for posting." -DM seconds the motion. All voted to approve		
	UNFINISHED BUSINESS		
4-1	PJ presented the final sketches. No further comments or corrections were needed.	Silver Petrucelli	
4-2	PJ produced 2 large boards for display	Silver Petrucelli	

4-3	FYI the School Committee intends to show pictures of the problems at the school because there is no rendering that would be different from what there is now. This committee discussed doing the same but showing the multi facilities and the present operating conditions the staff is working under. JV & CM would provide photos for this purpose. CM will provide a laptop for the group to use for election day.		
	Communications Update:		
4-4	<p>Formal Outreach Report:</p> <p>Board of Finance met on 8/12 Board of Education met on 8/13 Chamber of Commerce (MW) EH Business Association MM to call EH Ambulance Association met on 9/9 EH Senior Citizens (CS/PS/DM/CM) 1:00 on 11/20 EH Fire Department/ Commissioners met on 9/3 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>MPAC & PTO: Date to be reviewed by CM</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>		

	NEW BUISINESS		
5-1	<p>Timeline discussions included the following recommendations: CM discussed that the Town Hall recommends going to referendum mid January 2014 due to potentially new Board of Finance Members and New Board of Education Members. This will push the schedule out as shown:</p> <ul style="list-style-type: none"> • 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 • Maybe later 11/20 present to the Board of Selectmen and having them call for a town meeting/Referendum • (open) 11/21 Possible Tri Board Mtg with BOS, BOF and BOE • 1/6/14 12/5 present and vote to go to referendum at the town meeting • 1/16/14 12/17 target date to hold the referendum vote 		
5-2	<p>No changes to the budget. Enrollment projects were received. CV explained that the Town is eligible for USDA grant of 30%. This would fund approximately \$6.6 mill from the USDA. Plus they have USDA 30 year loan which is also available. Xay will be at both the public meetings to discuss the mil rating and bond carrying costs.</p>		
5-3	<p>Outreach: The events Magazine is being distributed this Friday.</p>		
5-4	<p>Group recommended a mailing of a post card reminding people of the public meeting in early November 2013.</p>		
5-5	<p>Future Meeting dates will be 11/7 to practice the presentation and 11/14 for the public meeting.</p>		
6-2	<p>No audience of citizen comments – all non-voting members and audience were invited to speak during the meeting.</p>		
7-1	<p>ECB made a motion to adjourn the meeting at 7:38 with DM as a second, All voted to adjourn</p>		

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

Secretary: _____ Date _____