

**Draft Minute of the Meeting
Municipal Facility Building Advisory Group
August 8, 2013 7:00
Location: East Haddam Grange**

Attendees:

Mark Walter-East Haddam First Selectman (MW)
MaryJane Malavasi – Committee Member (MM)
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 –and Kevin Cavallo Ambulance (T)
 Tony McCabe – Youth and Family
 Craig Mansfield- Director of Facilities (CM)
 Cindy Varricchio –Finance Director (CV)
 Raymond Wiley – O&G Industries (RW)

- **BOLDED NAMES ARE VOTING MEMBERS**

Item	Description	OPR	Due Date
1-1	Advisory Committee for the Municipal Project was called to order at 7:04 on 8/8/13 with 1 voting members absent – Chuck Smith. David Nelson was seated for Chuck Smith. Committee welcomed new alternate member Karen Conover to the group		
2-1	ECB made a motion to accept the agenda as published with PS 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 7/25/13 with PS as a second. All voted to approve		
	UNFINISHED BUSINESS		
4-1	The site plan, Lower Floor Plan and Upper Floor plan of the New Municipal Facility were distributed. The committee discussed the latest changes. Athletic field future development was mentioned and it was the consensus that the plans would not inhibit any future plans for field development but stated field development was not in the current plans or estimate. The committee voted to approve the current schematic Design and site drawing. Motion made by PS to accept the drawing as designed . Motion seconded by ECB vote was unanimous.		

4-2	Youth and Family representative Toni McCabe questioned space allocation. McCabe noted she cannot approve the plan as it must be approved by her board.		
4-3	CM presented a layout for company 1. This included the 3 additional bays to allow vehicle storage and movement of vehicles between locations.		
4-4	MM reviewed the outreach organization lists		
4-5	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 		
4-6	Silver Petrucelli will provide a talking/point paper and poster for the next meeting.		
	NEW BUSINESS		
5-1	Cost estimates were presented by RW (see Attached) with discussion from the committee: Key items: <ol style="list-style-type: none"> 1. Municipal and Public Safety Facility with additions would cost approximately \$22,020,253 – this includes the company 1 which is approx. \$1,666,000 2. If the old MS was demoed and rebuilt it would cost \$37,199,184 3. If the town repairs Company #2 it would cost \$2,008,729 4. If the town demoed and rebuilt Company #2 it would cost \$2,778,430 		
5-2	Revenue opportunities would include sale of company #2, Emergency Management Grant of \$520,000, and possible sale of existing town offices site. BOE space may be eligible for a reimbursement rate for their space. Probate rental space.		
5-3	Discussion among committee members included concerns of how public would perceive a \$9 million dollar increase since MSCC last presented a design two years ago. Discussion took place about referendum questions and whether the town should do one question for MFBAG, Company 1 and the Elementary school. Questions were raised about what the mill increase will be based on estimates, having 501C's in the building. Discussion took place in regard to financing options		

	and it was agreed by the committee we would be looking towards Webster Bank and BOF to give us directions and answer. CV to follow up.		
5-4	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.		
5-5	<p>Formal Outreach Report</p> <p>Board of Finance scheduled for 8/12 (MM and MW)</p> <p>Board of Education (Scheduled for 8/13 (MW/CM)</p> <p>Chamber of Commerce (MW)</p> <p>EH Business Association MM to call</p> <p>EH Ambulance Association (CM) 9/9</p> <p>EH Senior Citizens (CS/PS/DM)</p> <p>EH Fire Department/ Commissioners (CM/ECB/DN) 9/3</p> <p>EH Youth and Family Svc (MM)</p> <p>Planning & Zoning (JV) 8/27</p> <p>Economic Development Commission (PS) 9/5</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> <p>EH Garden Club (CS) EH Girl Scouts (PS)</p> <p>EH Historic Society (DN) 8/20 EH Land Trust (JV/MM)</p> <p>EH Little League (MW) Rotary Club (PS)</p> <p>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>		
---	7:45 ECB was called out of meeting and KC was seated in his spot		
6-1	No audience of citizen comments – all non voting members and audience were invited to speak during the meeting.		
7-1	PS made a motion to adjourn the meeting at 8:10 with DM as a second, All voted to adjourn		

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

Secretary: _____ Date _____