

**Municipal Buildings Strategic Plan  
Advisory Committee  
Minutes  
Monday, December 7, 2015  
7:00pm  
Multi-Purpose Building  
14 Riverside Road, Sandy Hook**

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE  
MUNICIPAL BUILDINGS STRATEGIC PLAN ADVISORY COMMITTEE

The Municipal Buildings Strategic Plan Advisory Committee held a regular meeting on Monday, December 7, 2015 in the meeting room at the Multi-purpose Building. The meeting was called to order at 7:06pm.

**Present:** Chairman Jay Maher, Bill Brimmer, Walt Motyka, Scott Cicciari, Mike Marinaccio, Kathy Hamilton, Rebekah Harriman, Michelle Ku, Paul Lundquist

**Absent:** Jim Filan

**Others Present:** Geralyn Hoerauf of Diversified Management

**1. Review and Approval of Minutes:**

**Motion:** Bill Brimmer motioned to accept minutes. Scott Cicciari seconded. Michele Ku abstained. The motion was approved unanimously.

**2. Report on Board of Selectmen Presentation – Nov 16**

The report to the Board of Selectmen went well. They seemed happy with the report that was given. The board's recommendation served to validate what is in the CIP.

Kathy Hamilton brought to the board's attention that the Edmond Town Hall Board of Managers was discussing the possibility of taking over the Hook and Ladder building. Kathy was confused since this commission came to the conclusion that the Hook and Ladder Building was not a good building and was not worth the cost to renovate it. Geralyn plans to go to the next ETH Board of Manager meeting to share the report from DRA regarding Hook and Ladder.

The report from DRA needs to be finalized. Once the finalized report is received, the committee will publish its findings and submit it to the Board of Selectmen at their meeting in January.

**3. Next Steps for Development of the Strategic Plan**

Walt states that he would like to continue the same process with the remaining buildings.

Rebekah asks if reports like this already exist for the Fairfield Hills buildings.

An abatement and demolition analysis was done over the summer of 2015 for the Fairfield Hills.

Kathy asks if it's the town's desire to find a place to house the Cultural Arts commission. And do they want to spend the money on that project? Geralyn says, yes, the town would like to address the cultural arts commission's need for space. There is still a question of how much space is needed – office/storage space and/or their desire for an arts center.

Mike asks if there is a “tier 2” set of buildings for the committee to look at instead of every building all at once – similar to the first tier. Geralyn states that the town would like a facilities conditions assessment done of Plymouth Hall that includes a cost estimate on what it would cost to renovate it to some sort of basic level. The interest is in having the Fairfield Hills Authority pay for that study, but that this committee would manage the current consultant doing the study so that it is similar to the study DRA just completed. Fairfield Hills Authority is charged with marketing and determining a direction for the campus. They implement the FFH Master plan. They are open to collaborating.

There are already space needs identified for social services. A space needs report for Park and Rec already exists. We know the needs for the Cultural Arts Commission. Their wants were presented to the Community Center Commission. A space need proposal exists for the senior center.

A strategic plan for the next 6 months is suggested:

1. Finalize first study with DRA and tabulate results
2. Get a fee proposal on evaluation for Woodbury and Plymouth Hall from DRA
3. Present a proposal to Fairfield Hills Authority to collaborate on evaluating buildings on the FFH campus (with a minimum of Woodbury and Plymouth Hall).
4. Have a real estate broker to give us a resale evaluation for Town Hall South on potentially selling as is.
5. Create a Town Master Plan

Michele suggests getting the real estate proposal to add to the final report that will be presented to the Board of Selectmen at their meeting in January.

Geralyn will be going to the Edmond Town Hall Board of Managers meeting in January as well as the Board of Selectmen meeting in order to present the committee's final report.

Next meeting date to be determined.

Meeting adjourned at 8:36pm

Respectfully Submitted,

Aileen Barreto, Clerk