

## Meeting Notes

May 3, 2016

### Buildings Committee

Attendees: Emily Carrow, Liz Glidden, Jeff Muthersbaugh, Lisa Malloy, Jared Novinski, Patrick Pinnell.

Jeff updated the Committee on the Scovil Hoe Building complex. DOT seeks to put the buildings out to bid (auction). If the Town is interested in the property it can match the highest bid and purchase the property.

The CT Trust can assist the Town with a study and plan – which it will begin shortly. This plan will put the Town in a better bargaining position to acquire the property.

Members of the Trust, Bill Croskey, Mike Gorman and Jeff M. and Lizz Milardo will meet next week to discuss a plan for the property.

Jeff discussed the Old School House which is being used as the Senior Center. The building needs ADA compliance as well as paint and other improvements. Jeff mentioned the HPTAG grant from the CT Trust that would pay (in part) for an architect to evaluate the building. The Town would then need to match the HPTAG grant. There are also matching State Grants to do the necessary updates and repairs. A discussion ensued about the need for a buildings maintenance line, particularly for the historic town owned buildings.

Patrick mentioned that he is aware of a software program that assists in calculating the annual costs for building maintenance. He will forward the name of it to the Committee.

Liz G. mentioned that she and Lizz M. hope to cut some trees around the Old Town Hall/ Masonic Building to make it more visible from Saybrook Road. It was also noted that there is some water damage to the building and in general it needs some repair.

Jeff brought up the criteria for evaluating the nine proposals that were received in response to the RFQ. He circulated a draft criteria sheet. Discussion about the importance of hiring a firm with good standing with DEEP and DECD, with a good marketing team and technical knowledge of environmental clean up were all important factors. Patrick offered to revise the criteria sheet and redistribute.

The Committee will review the proposals and reconvene on May 17, at 7pm in the Town Office Building with their top choices. The Committee will try to come up with a list of 2-3 candidates to interview.