

**MIDDLE SCHOOL CONVERSION COMMITTEE  
JANUARY 28, 2008 7 PM  
MIDDLE SCHOOL LIBRARY  
MEETING MINUTES**

**MEMBERS PRESENT:** Dan D'Amelio (arrived 720 PM), Maryjane Malavasi, Craig Mansfield, Chuck Smith (arrived 710 PM), Patty Stricker, Melissa Ziobron, Jim Ventres (left 7:50PM).

**OTHERS PRESENT:** Mark Walters, First Selectman, Paul Maxwell (BOF), Deb Dennett (Town Clerk), Shirley Judge and Bob Mather (Committee liaison for the Board of Education)

**1. CALL TO ORDER:**

Chairman Maryjane Malavasi called the meeting to order at 7:05 PM.

Melissa Ziobron was seated on the committee in Sharon Wheeler's place and Craig Mansfield was seated in Dick Everett's place.

**2. APPROVAL OF MINUTES:**

Motion by Patty Stricker, second by Craig Mansfield to approve the minutes from the December 17, 2007 meeting. Minutes passed, with one abstention from Jim Ventres.

**3. CORRESPONDENCE AND HANDOUTS:**

Jim Ventres provided the group with handouts on Site Design and Clean Energy use.

**4. CHAIRMAN'S REPORT**

Maryjane reminded the group that no space needs or locations have been determined and that committee members need to be sure to communicate this when asked.

Maryjane noted that Jim Ventres needs to be added to the facilities committee list. She will correct.

**5. RFQ – Review**

The committee reviewed the Draft RFQ page by page. Corrections were made and an updated draft will be provided to the group prior to next months meeting.

The group noted the excellent job Sharon did compiling the draft.

**6. SUB-COMMITTEE REPORTS:**

Subcommittee reports were tabled until next mounts meeting with the exception of a brief discussion held on the Website Maryjane designed and is now online. Anyone with thoughts or suggestions should get them to her.

The Space committees next meeting is scheduled for 3/10/2008 (time and location TBD) and the PR group will meet on 2/25/08 at 6PM at the Middle School.

**7. WALK-THRU'S OF OTHER TOWN HALLS**

Maryjane discussed the Waterford tour and noted that she would get an overview out to the group.

## 8. GUEST

Deb Denette briefly discussed FOI requirements with the group. Members were reminded that conversations can not happen via Email.

Deb provided the group with information on a Grant available from the State Library for up to \$50,000. Deb plans to apply for money to equip the new vault with items that will help preserve the town's documents. Deb explained to the group that she would need to know the SQ footage of the proposed vault by early 2009 to complete the grant process. The group agreed this should not be an issue but cautioned her that until the project is approved by the voters, they could not move forward with construction.

## 9. BUDGET

Maryjane provided the group with a copy of the BOF budget form. A discussion was held on the correct wording of the categories. It was suggested that the budget note that the dollars budgeted are for "operating cost" of the existing building not initiative of this committee.

The Facilities Subcommittee will work on finalizing the cost of operating and maintaining the building once it is turned over to the town.

Craig will talk with Fred Thumm about the cost of changing out the perimeter locks on the building and Linda to insure the cost of cutting the grass / grounds maintenance is added into the town contract.

Maryjane noted that based on her conversation with the BOS/BOF we will not budget any numbers for the project until we get through the RFQ and have actual numbers.

We will be scheduling a special meeting on Feb 4<sup>th</sup> at 7:30 PM (location TBD) to review and approve the budget. Melissa will compile the final numbers and email the budget to the group prior to the meeting.

## 10. GENERAL DISCUSSION – None

## 11. AUDIENCE OF CITIZENS – None.

## 12. FUTURE MEETING DATES:

February 25, 2008	Middle School Library	7 PM
March 17, 2008	Middle School Library	7 PM
April 21, 2008	Town Annex	7 PM
May 19, 2008	Middle School Library	7 PM
June 16, 2008	Middle School Library	7 PM

## 13. ADJOURNMENT

Motion made by Melissa, seconded by Dan, to adjourn at 9:35 pm. Motion passed unanimously.

Respectfully submitted,

Craig Mansfield  
Secretary