

PROJECT MINUTES

Project: Ledyard Facilities Assessment Project No.: 10080
 Prepared by: Keelia Kentor Meeting Date: 12/16/2010
 Re: Project Kick-Off Meeting No: 1
 Distribution: (MF)

Attendees: Kristin H Clarke (LED), Charles Karno (LED), Michael Finkelstein (LED), Pete McIntyre (LED), Sam Kilpatrick (LED), Bill Merrill (LED), Gale Bradbury (LED), RCH, MJZ, DF, KK

Item #	Action	Discussion
1	SMMA (MJZ) outlined the purpose of the meeting, the process to be followed and the anticipated deliverables.	
2	SMMA handed out educational survey to Ledyard (LED). LED to pass educational survey along to school administration, who will complete the survey. LED to return completed surveys to SMMA.	SMMA will schedule phone interviews with school administration once we have received the completed surveys.
3	LED to provide the following information: <ul style="list-style-type: none"> • Town Hall Offices plans • Bill Library 14,000 SF addition study and design • Previous school facilities plan with correct floor plans • The layout and infrastructure of LED Police Building, as well as a list of suggested design ideas or facilities to visit SMMA to copy and return these documents as received.	SMMA received plans for the original Town Hall building, the Bill Library study and addition design and the previous school facilities plan/floor plans. LED is still in the process of locating the plans for the out buildings on the Town Hall parcel.
4	SMMA will provide a list of questions from our historic consultant prior to touring the buildings. This visit is anticipated to happen in mid-January. LED to coordinate this visit.	
5	LED requested that planning work and preliminary recommendations be made available to the public to ensure transparency throughout the process. LED to create a webpage for posting meeting minutes, reports, etc.	

Project: Ledyard Facilities Assessment

Meeting Date: 12/16/2010

Meeting No.: 1

6	<p>SMMA will coordinate staff to schedule building walk-throughs. The following is a tentative schedule:</p> <p>December 27, 2010</p> <ul style="list-style-type: none">Bill LibraryGales Ferry LibraryGales Ferry SchoolJuliet Long SchoolLedyard Middle School <p>December 29, 2010</p> <ul style="list-style-type: none">Police DepartmentGallup Hill SchoolLedyard High SchoolLedyard Center SchoolTown Hall Complex	
7	<p>SMMA performed a preliminary walkthrough of the Town Hall and outbuildings, including the vacant fire station.</p>	

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes.

KK/kk/Document1

SIGN-IN

LEDYARD, CT

	<u>NAME</u>	<u>ORGANIZATION</u>	<u>EMAIL</u>
SMMA	BOB HICIS	SMMA	RHICIS@SMMA.ORG
TOWN/SCIT	KRISTIN HAVRILLA CLARKE	PLANNING	PLANNING.COM ASST@LEDYARD.ORG
TOWN/SCM	CHARLES KARNO	Planning	Planner@ledyard.org
SMMA	DAVID FRIEDER	SMMA	DFRIEDER@SMMA.COM
PD	Michael Finkelstein	Ledyard PD	mfstein@Town.Ledyard.ct.us
PD	Todd Harbeck	Ledyard PD	Sgt. Harbeck@Town.Ledyard.ct.us
TOWN/SCM	PETE METTYRE	BUILDING COMMITTEE	PETEMCIN@GMAIL.COM
SCM	SAM KILPATRICK	Board of Ed.	SKILPATRICK@Ledyard.net
SURVEY L SCM	Bill Merrill	BOE	bmerrill@ledyard.net
LIB	Sale Bradbury	Libraries	bradbury@ledyard.lioninc.org
SMMA	MARK ZARILLO	SMMA	M_ZARILLO@SMMA.COM
SMMA	KEELIA KENTOR	SMMA	kkentor@smma.com