

**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"> <li>• Town Hall Offices plans</li> <li>• Bill Library 14,000 SF addition study and design</li> <li>• Previous school facilities plan with correct floor plans</li> <li>• The layout and infrastructure of LED Police Building, as well as a list of suggested design ideas or facilities to visit</li> </ul> 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.	

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6	<p>SMMA will coordinate staff to schedule building walk-throughs. The following is a tentative schedule:</p> <p><b>December 27, 2010</b></p> <ul style="list-style-type: none"><li>Bill Library</li><li>Gales Ferry Library</li><li>Gales Ferry School</li><li>Juliet Long School</li><li>Ledyard Middle School</li></ul> <p><b>December 29, 2010</b></p> <ul style="list-style-type: none"><li>Police Department</li><li>Gallup Hill School</li><li>Ledyard High School</li><li>Ledyard Center School</li><li>Town Hall Complex</li></ul>	
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

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