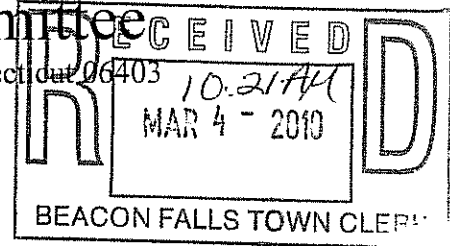




Wolfe Avenue 'Lewis House'

Exploratory Committee

10 Maple Avenue, Beacon Falls, Connecticut 06403



January 4, 2010 Special Meeting Minutes

- I. Call to Order: Chairman Kirk Shultz called the meeting to order at 7:04 p.m. in the **Connie Christensen Children's Room** of the **Beacon Falls Public Library**.

Members present: Susan Dowdell, Elizabeth Falzone, John Petersen, Kathy Grace, Susan Ploss, Jim Woodward, Kirk Shultz, Art Daigle (until 8:05)

Also present: Susan Cable (until 7:58)

- II. Review of Agenda: The agenda was reviewed. Motion to approve agenda: Petersen/Falzone; all approved.

- III. Approval of Minutes: The December 3, 2009 minutes were reviewed. Motion to accept December 3, 2009 Minutes: Grace/Daigle; all approved. Those members absent at that meeting (Shultz, Petersen) abstained from approving minutes.

- IV. Correspondence –

Kathy Grace discussed the original charge of the committee relative to the cc'ing of information to all Selectmen, feeling that all information should be dispersed by the First Selectman. Susan Cable said, while that is what the charge indicated, she did not have a problem with the existing practice. However, all recommendations regarding the firm(s) chosen after interview should be submitted to her in a formal letter. All pertinent information from this committee should go to First Selectman for distribution to other two Selectmen.

Memo from First Selectman about an NVCC course offering on February 1 & 8 for all chairmen and vice chairmen of town committees and boards; Town of Beacon Falls will pay for course, anyone interested should contact Karan Wilson ASAP.

Received copies of letters from LRMS students to Board of Selectmen about possible uses of the Wolfe Avenue property and other ideas for improvement in Beacon Falls; **ACTION: Kirk Shultz will send a note to Steve Ruhl's 8th grade Long River Middle School class that the committee read their letters.**

Received bill from Martha Melville for clerking duties.

Email from Manny Gomes with breakdown of costs associated with the Lewis House; money from this balance will cover proposal if over \$10,000 per Susan Cable.

- V. Approval for Board of Selectmen to pay clerk for duties:

Bill from Martha Melville for clerking. Motion to forward bill for \$83.75 to Board of Selectmen to be paid: Falzone/Daigle; all approved.

- VI. Review response from Board of Selectmen on Bond Financial Statement –
Received email from Manny Gomes
- VII. Review Cost proposals from the six firms selected at the December 3, 2009 meeting:
Rachel Carley of Litchfield, CT – has decided not to bid on this project
- Ames & Whittaker of Southington, CT – covers all aspects of proposal, including environmental work. Noted that a property survey will be needed.
- Kenyon & Cutler of Avon, CT – may need to outsource a part of their bid; doesn't include HAZMAT removal
- JMD Architects & Partners, Jennifer Martin of Litchfield, CT – hasn't discussed historical features, more details will be needed
- Paul B. Bailey, Architect of New Haven, CT – did not include HAZMAT removal
- Biano Gioletto Weston Architects, LLC of Middletown, CT – more details will be needed
- Crosskey Architects of Hartford, CT – will subcontract some aspects
- VIII. Firm Presentations Procedures- formulate specific questions for firms.
Firms will have 15 minutes for their presentation, 15 minutes for questions; will be scheduled 45 minutes apart on Thursday, January 7, 2010 at 6:30 at the Beacon Falls Senior Center and on Monday, January 11, 2010 at 6:30 in the library.

Committee will preface each presentation with this comment:

Thank you for coming. Our committee was charged by the Board of Selectmen to gather information regarding the Lewis House in terms of its potential adaptive reuse. (Introduce committee members)

Questions: for each firm:

What is their timeline, when can they start, how long until they're complete?

Is the environmental removal part of this proposal? If not, what is the additional cost?

Is the historical report of the house included in this proposal?

What are the pros and cons of applying for historical building status, grants versus restrictions?

Is the A2 property survey necessary for what we're doing now?

Committee goal: To list top 2 or 3 firms pass that recommendation on to the Board of Selectman and ask them to check their personal references.

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IX. Adjournment/Announcements

The next meeting will be a special meeting on Thursday, January 7, 2010 at 6:30 p.m. in Beacon Falls Senior Center and on Monday, January 11, 2010 at 6:30 in the Children's Room of the Beacon Falls Public Library when the firms will deliver their presentations.

Motion to adjourn the meeting at 8:25: Petersen/Dowdell; all approved.

Respectfully submitted,

Martha Melville, Clerk
Wolfe Avenue 'Lewis House' Exploratory Committee

MAR 4 2010