

East Lyme Board of Education  
**East Lyme Elementary Schools Design Steering Committee Meeting**  
February 12, 2015  
4:00 p.m.

**MINUTES**

**Members Present:** Dr. James Lombardo, Dr. Him Hagen, Linda Anania, John Arnold, Gil Gallant ,  
Dr. David Miko, John Rhodes , Dr. Whritner, Al Jacunski from Jacunski Humes Architects, LLC

**Members Absent:** Candice Carlson, Melissa DeLoreto, Rob Kupis, Don Meltabarger, Ray O'Connor

**Guests Presents:** Jeannie Bergamo, Kim Davis, First Selectman Mark Nickerson

The meeting began at 4:00 p.m.

**Planning for Next Steps:** Dr. Hagen reported that the Design Steering Committee recommendations will be informally presented to the Board of Finance on March 11, 2014. Al Jacunski announced that the current Programming and Space Needs Assessment dated January 28, 2015 will no longer be considered a draft, but is what will be used proceeding forward. Al Jacunski also reminded the committee that our reimbursement rate is not only dependent on student enrollment but also on the town's debt ratio rate which will be decreasing. By the end of April, Al Jacunski will have the exterior renderings, site plans and estimates which are needed for future community forums. Al Jacunski also notified the committee that there is a mandatory 30 day communication block out period promoting a project prior to a referendum.

Next steps before the referendum can be held:

1. Design Committee approval of exterior renderings, site plans, and estimates
2. Board of Education approval
3. Board of Selectman approval
4. Board of Finance approval
5. Community forums
6. Town meeting
7. 30 day communication block out period
8. Referendum

First Selectman Mark Nickerson expressed concern that there is not enough time for a referendum before June 30, 2014 and suggested giving the Board of Finance and Board of Selectmen ample time to review plans, make a decision, and inform the community. Due to the \$10,000 cost to the Town to hold a referendum, he suggested not rushing to hold a referendum by this June, but wait until September 2015 or January 2016.

Dr. Lombardo suggested that the Elementary Steering Design Committee work in parallel with the Board of Selectmen and Board of Finance to keep them informed of the progress and to mutually agree on a time frame to bring the project forward for their approval. The community will want to be informed of specific plans for Lillie B. Haynes which will be turned over the Town of East Lyme.

Ideas on how to inform the community:

- Kick-off during school open houses in September
- Community Forums
  - Advertise dates in The Day
- Presentation boards located at the entrance of each school

- Virtual tour on website
  - Enlist help of high school students to develop
- YouTube presentations
  - Design review
  - Financial review
- Frequently asked questions on website
- Traffic pattern questions answered for NCS site
- Brochure distributed to entire community
- Explain the question, “Why two schools?” in simplest terms
- Make sure to reach non-school parents and those who would tend to automatically vote “no”
- Channel 22
- Links to town’s webpage
- Presentations at
  - Senior Community Center
  - 55 community developments (stress tax benefit and housing values)
  - Preschools/daycares
  - Rotary, American Legion, Lions, Chamber of Commerce
- Meet with local realtors
- Celebrate East Lyme Days (should have referendum date selected to advertise)
- Weekly newsletters
- District newsletter
- Town of East Lyme quarterly newsletter
- The Day
- The Lyme Tymes
- The Patch
- PTA meetings
- Facebook (negative posts a drawback)

It was suggested to spend the spring and summer months planning for a campaign kick-off in September for a January/February referendum. If campaigning is begun too early, the momentum may be lost by the time it comes time to a referendum vote. It was also suggested to hire someone specifically to manage the timeline and market the project since there will be new people filling the roles of Superintendent, Assistant Superintendent, and Business/Facilities Director. Al Jacunski notified the committee that public money cannot be spent to promote the project, it can only be used to distribute facts. Being too “glitzy” and too professional can be detrimental to public perceptions.

Mark Nickerson will check see if it is feasible to have the final approval of the Board of Selectmen and Board of Finance before hosting community forums. This will help to ensure transparency and to help promote the project as Town of East Lyme project.

Mark Nickerson also informed the design committee that the Town of East Lyme is expecting a building application for 500-800, 1 to 2 bedroom, apartments. It was noted that it will be a few years before a final decision is made and that the number of children this would add to the elementary schools would be minimal.

Dr. Lombardo announced that he will be meeting with LEARN to inform them of the building project and to ask if they would be interested in financially supporting the project by adding LEARN classrooms in both elementary schools.

**Next Elementary Schools Design Steering Committee Meeting:** The next Elementary Schools Design Steering Committee Meeting will be held on March 26, 2015, at 4:00 p.m. at Central Office.

Respectfully Submitted,

*Dr. Timothy Hagen*

Timothy Hagen, Ph.D.  
BOE Chair

*Dr. James Lombardo*

James D. Lombardo, Ed.D.  
Superintendent of School