

**Minutes of the
Facilities Management Committee
Eastern Connecticut Association of REALTORS®
May 17, 2024**

In attendance: Mat Lisee, Susy Hurlbert, Molly Bruno, Greg Hanner, Andrew O'Reilly,.

Excused: Dan Contino, rich Gonyo, Melissa Giangrasso, Norm Krayem, Marilyn Lusher, Norm Peck, Thomas Switz, and John Vincent

Chair, Mat Lisee, called the meeting to order at 9:00 A.M.

1. New Business

- a. The committee met onsite to see renovation progress.
- b. Reviewed and discussed the status of office furniture order.
- c. Reviewed and discussed the signed lease addendum, per exhibit.
- d. Reviewed and discussed Riley's 2 HVAC quotes for the unfinished basement. The matter was tabled pending further research on furnace conversion to gas for upper level. Consensus was to replace the unit with another gas unit in the lower level.
- e. M/S/C to recommend approval by the Board of Directors of the Hyde Park quote to repair grass and add plantings around the sign and front of building.
- f. M/S/C to recommend approval by the Board of Directors of the exterior and interior signs, with a minor color change to blue on the lower level sign.
- g. Reviewed and discussed the Cell tower proposal. The matter was tabled pending further research, including details about the tower itself.
- h. The grand opening date is tentatively scheduled for July 12, which won't be heavily promoted until we are closer, just in case the date needs to be pushed back.

There being no other business, the meeting adjourned at 10:00 A.M.

The next meeting is to be determined.

Respectfully submitted:

Susy Hurlbert, Chief Executive Officer