1. CALL TO ORDER

The Regular Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, February 25, 2016, at 7:00 p.m. at the Grange Hall.

2. Attendance and Appointment of Alternate(s)


Absent Member(s): Phil Barlow, Daniel Alexander, Tiffany Quinn-Parks and Rec Liaison, and Sue Link, BOS-Liaison.

Other(s): Denise Dill, Deb Denette-Town Clerk, Dave Denette, and Ruth Ziobron-Recording Secretary.

Ms. Conover was seated for Mr. Barlow.

Motion by Mr. Blaschik to approve the agenda amended to add approval of minutes from 2016-02-19 walkthrough. Seconded by Mr. Parker and unanimously passed.

3. Approval of Meeting Minutes

A. January 28, 2016

Motion by Mr. Blaschik to approve the January 28, 2016 meeting minutes with the following corrections:
- page 1 under Contract updates, strike, “has been” and replace with “will be”.
- page 1, under East Haddam RFP Municipal Offices, after RFP, add “/RFQ for construction manager at risk”.
- page 2, under Bills and Invoices, second paragraph, add “First Selectman Walter also stated the Town Treasurer would assist in maintaining financial records.”

Second by Mr. Smith.

Favor: Mansfield, Blaschik, Dill, Smith, Parker, Garofalo
Oppose: None
Abstain: Conover

Motion approved.

B. Approval of February 19, 2016 Meeting Minutes

Motion by Mr. Blaschik to approve the February 19, 2016 Meeting Minutes as amended. Second by Mr. Parker.
- Add Barlow and remove Parker from attendance.
  Favor: All in attendance.
  Motion passed.

4. New Business
   A. Construction Manager/RFP/Walkthrough update
   Meeting minutes were reviewed.

5. Old Business
   A. Silver Petrucelli & Associates
   The Silver/Petrucelli contract has been sent to USDA for review and approval.

   B. USDA Contract
   The USDA request for nonconventional construction has been submitted. Mr. Mansfield reviewed conversations with the USDA.

   C. Subcommittee update
   Mr. Dill voiced concern with the space needs questionnaire accuracy, as to not incur additional costs to the project (change orders). Mr. Mansfield explained that Silver Petrucelli’s fees are based on phases of the project. Mr. Blaschik voiced concern with the vault location.

   D. Bills and Invoices
   There were none.

6. General Discussion
   The RFP/RFQ’s are due March 2nd. Copies will be sent to committee members for review. It was noted that resident calls about the project should go directly to the Selectman’s Office.

7. Next Meeting
   A. March 10, 2016
   The next scheduled Municipal Building Committee meeting will be Thursday, March 10, 2016 at 7 p.m. at the Town Grange.

8. Audience of Citizens
   Deb Denette suggested not having an “approval of the agenda” on a regular meeting agenda because items may be added to the agenda with 2/3’s majority vote.

9. Adjournment
   Motion by Mr. Blaschik at 7:36 p.m. to adjourn. Seconded by Mr. Parker and unanimously passed.

Respectfully submitted;

Edward C. Blaschik
Secretary