1. CALL TO ORDER
The Regular Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, September 8, at 7:01 p.m. at the Grange.

2. Attendance and Appointment of Alternate(s)
Municipal Office Building Committee Members: Craig Mansfield, Edward Blaschik, Daniel Alexander, Erik Dill, Al Howat, and Tracey Gionta-BOE

Absent Member(s): Roy Parker, Phil Barlow, Chuck Smith, Vincent Garofalo, Sue Link (BOS), Tiffany Quinn (P&R)

Other(s) Jason Ferrisi (Silver Petrucelli,) Paul Wojtowicz (Downes Construction), Joseph Desautel (Downes Construction), Denise Dill-Tax Collector and Ruth Ziobron-Recording Secretary.

Mr. Howat was seated for Mr. Parker and Mr. Alexander was seated for Mr. Smith.

3. Approval of Meeting Minutes
   A. August 18 and August 23, 2016
Motion by Mr. Blaschik to approve the August 18, 2016 meeting minutes as amended. Second by Mr. Alexander and unanimously passed.
- Motion under Old Business, after “presented” add “and amended with the following changes: swapping the men’s room to the other side, changing the location of the file room and shrinking the size of the custodial closet”.

Motion by Mr. Blaschik to approve the August 23, 2016 meeting minutes as amended. Second by Mr. Alexander and unanimously passed.
- Motion under Old Business, after “presented” add “and amended with the following changes: swapping the men’s room to the other side, changing the location of the file room and shrinking the size of the custodial closet”.

4. Old Business
A. Silver Petrucelli & Associates
- Ms. Zemieniski will be contacted to provide the contract/report for the existing elevator with Otis.
- The basement will be left unfinished and unoccupied. Mold abatement and prevention will be provided through a dehumidification system. Conditions will need to provide for safe document storage. Existing kitchen utilities in the basement area will be capped and not removed”.
- The Manchester Lock and Safe currently provides the master key system for the town and will be used for this project.
-Propane split fuel systems will be used throughout the building with rooftop units. The boiler room will not be used and the chimney will be removed. -The committee requested a presentation by the mechanical engineer. -The Town will provide the bid specifications for the security system. -Stage lighting will be for safety purposes only. -The gymnasium HVAC system will need to support occupancy levels for Park and Recreation and large town meeting usage. -The outbuilding will require power, lights, water, floor drains, oil separator and a heating system to prevent freezing conditions. -Renovating the tennis courts is a part of the committee’s charge and will be made as a part of the bid package.

The committee reviewed documentation titled Conceptual Permitting Schedule and East Haddam Town Offices East Haddam Municipal Offices elevation plans. They are filed at the Selectman’s Office.

Mr. Ferrisi noted the schedule assumed there would be conditional approval for the well design/permitting by the Planning and Zoning Commission.

The BSG group proposal will be emailed to committee members for review. Phase 1 and phase 2 of the proposal were revised based on committee input at the last meeting. Mr. Blaschik suggested hiring a well specialist to provide an opinion of what kind of well system is needed and to shepherd the project through the permitting processes.

The committee requested that BSG attend the next meeting to review their proposal.

**Motion by Mr. Howat to approve BSG’s phase 1 for the septic for $8,000.**

Second by Mr. Blaschik. Unanimously passed.

Mechanical zoning was discussed. A MEP representative will attend the next meeting.

Committee members requested more than one air conditioning/vent zones in the basement. The basement masonry walls will not be removed. There is no planned use for the basement however code compliance may require possible renovations. Silver Petrucelli will review code compliance with the Town Building Official.

Committee members discussed having a public informational forum.

**B. Downes Construction**

Paul Wojtowicz of Downes Construction presented a revised construction schedule dated September 1, 2016.

**C. USDA**

There was nothing new.
D. Subcommittee Update
There was nothing new.

D. Bills and Invoices
Committee members requested invoices to be submitted before meetings so they would have time to review them.

Motion by Mr. Blaschik to pay in full invoice #16-1674 in the amount of $7,000 to Silver Petrucelli. Seconded by Mr. Barlow. Unanimously passed.

5. General Discussion
Fuss and O’Neil will be invited to attend a meeting.

6. Next Meeting
A. September 22, 2016
The next meeting will be September 22, 2016 at 7 p.m. at the Grange.

7. Audience of Citizens
There was none.

8. Adjournment
Motion by Mr. Blaschik at 8:48 p.m. to adjourn. Seconded by Mr. Dill and unanimously passed.

Respectfully submitted;

Edward C. Blaschik
Secretary