TOWN OF EAST HADDAM
MIDDLE SCHOOL CONVERSION COMMITTEE
September 27, 2010
REGULAR MEETING
Adopted October 25, 2010

Call to Order
The regular meeting of the East Haddam Middle School Conversion Committee was called to order by Mrs. Malavasi on Monday, September 27, 2010 at @ 7:00 p.m. at the Town Annex.

Present: Mary Jane Malavasi, Craig Mansfield, Jim Ventres (arrived 7:04 p.m.), Chuck Smith, Sharon Wheeler, Patricia Stricker, Elizabeth Dillon and Ed Blaschik.

Others Present: David Stein-Silver/Petrucelli and Associates and Tom DiMauro-Newfield Construction (arrived @ 8 p.m.) and Chuck Grabowski-Newfield Construction.

Absent: Melissa Ziobron, Bryan Perry, Alan Hanks, First Selectman Mark Walter and Paul Maxwell.

Minutes – Approval of minutes from August 30, 2010.
Motion by Mr. Blaschik to approve the regular meeting minutes of August 30, 2010 as amended. Second by Mrs. Stricker.
- page 2, correct spelling of DPH;
- page 3, under Inventory & Portable Removal Update, last paragraph, strike “Mrs. Malavasi stated that construction was a commitment to an empty building” and replace with “ Mrs. Malavasi stated the committee had made a commitment to having the building empty prior to construction”.
- Page 3, under STEAP Grant Application, after “plan documents” add “at this time”.
Favor: Malavasi, Blaschik, Ventres, Stricker, Ziobron
Oppose: None
Abstain: Dillon, Smith

Motion passed.

Correspondence
The Finance Department has requested a MSCC annual report.

Invoice Approval
Committee members reviewed and discussed:
- Invoice #10-1037 dated 9/1/10 in the amount of $11,200;
- Updated excel spread sheet of expenses to date.

Motion by Mr. Blaschik to approve invoice #10-1037 dated 9/1/10 in the amount of $11,200. Second by Mrs. Stricker and unanimously passed.
Public Comment
There was none.

Chairman’s Report
Mrs. Malavasi reported she had approved the recording secretary’s invoice for the August 30th meeting.

Selectmen’s Report
First Selectman Walter was unavailable to report.

Engineers’ Report
Mr. Stein reported the plan documents were 90%-95% complete and that he had met with Newfield Construction to review the documents. The FF & E document is 80% complete.

Construction Manager
Mr. Grabowski and Mr. DiMauro distributed and discussed estimate/bid documentation. These documents are filed at the Selectman’s Office. Alternate options or reduced scope options were proposed and are included in the documentation. Ms. Wheeler noted grant funding and rebates would reduce the overall cost. Responsive to a question by Mr. Smith, Mr. Stein replied there was contingency funding included for the design side of the project. Mr. Ventres stated he was opposed to testing for unregulated items. Mr. Stein recommended consultation with Fuss and O’Neil. Mr. DiMauro reviewed the timeline. There was considerable discussion regarding the documentation. Value engineering without sacrificing quality is important to committee members. It was the consensus of the committee to have a special meeting on October 4th at 6 p.m. to review the scope and alternates for the project. Ms. Wheeler will provide estimated grant figures.

Subcommittee Reports

Inventory & Portable Removal Update
Mr. Ventres reported the application to move the portable building by the high bidder had been submitted to the town hall. A public hearing at the Planning and Zoning Commission is scheduled for October 26, 2010. GovDeals representatives will be at the town hall around the first week of October to help upload the items onto the website. Mrs. Stricker has written descriptions and taken pictures of all items to be sold.

Grant Update
There was nothing new to report.

Public Relations
The Public Relations Subcommittee met last month. A facebook page has been linked to the MSCC website page. The Public Relations subcommittee will have a booth at the High School for elections on November 2nd. Non-MSCC volunteers are needed to form a PAC to publicize information after the project goes to referendum. Information regarding the project will be posted on the repaired sign in front of the old middle school.
Newfield Construction is holding a meeting for local contractors to give an overview of the project on October 6th at 6 p.m. at the old middle school.

Facilities
There was nothing new to discuss.

Space Needs
Space Needs met September 13th. Mrs. Stricker reported plans for each individual room had been reviewed. Mrs. Stricker stated this helped to determine what equipment would need to be purchased for each room. Existing furniture will be brought to the new facility. The committee is waiting for rental agreement contracts from the Finance Administrator. Mr. Blaschik suggested consulting with a real estate agent to get square foot figures for office rental space. Mr. Blaschik stressed the importance of rental costs which were competitive with the market, and the establishment of fees for the utilities based on the square footage of the building.

General Discussion
There was none.

Public Comment
There was none.

Next Meeting Date – Regular meeting – October 11, 2010 7:00 PM-Annex
A special meeting will be scheduled for Monday, October 4th at 6 p.m. at the River House.

Adjournment
Motion by Mr. Smith to adjourn at @9:40 p.m. Second by Mr. Ventres and unanimously passed.

Respectfully Submitted;

E. Ruth Ziobron
Recording Secretary