

**TOWN OF EAST HADDAM  
MIDDLE SCHOOL CONVERSION COMMITTEE  
July 1, 2010  
SPECIAL MEETING  
Adopted July 22, 2010**

**Call to Order**

The special meeting of the East Haddam Middle School Conversion Committee was called to order by Mrs. Malavasi on Thursday, July 1, 2010 at 6:14 p.m. at the Town Grange.

Present: Mary Jane Malavasi, Craig Mansfield, Ed Blaschik, Elizabeth Dillon, Chuck Smith, David Nelson (seated for Melissa Ziobron), Jim Ventres and Patricia Stricker.

Others Present: First Selectman Walter- departed @7:10 p.m. and Cindy Varricchio-departed @ 7 p.m.

Absent: Melisa Ziobron, Alan Hanks, Sharon Wheeler, Brian Perry and Paul Maxwell.

**Minutes – Approval of minutes from June 14, 2010 meeting**

**Motion by Mrs. Dillon to approve the regular meeting minutes of June 14, 2010 as presented. Second by Mr. Ventres.**

**Favor: Malavasi, Blaschik, Dillon, Smith, Nelson, Ventres, Stricker**

**Oppose: None**

**Abstain: Mansfield**

**Motion passed.**

**Correspondence**

-Correspondence from Craig Edmondson recommending a potential Construction Manager.

**Invoice Approval**

There was none.

**Public Comment**

There was none.

**Chairman's Report**

**Outside Agency Commitments**

Mrs. Malavasi and Mrs. Stricker have met with Mrs. Varricchio to review the rental commitment document. First Selectman Walter gave the rental commitment document to the town attorney for editing.

First Selectman Walter reported he had met with Robert Poliner. Mr. Poliner has agreed to write a commitment letter for a lease agreement contingent upon a positive referendum.

Mrs. Varricchio reported that she was consulting to determine the fees involved with the operation of the facility; such as start up costs, ongoing fees, upkeep and maintenance. Mrs. Varricchio should have figures to present at the next meeting.

Mrs. Stricker questioned when the letter of intent and the proposed lease would be finished by the town attorney. First Selectman Walter replied within the next few days. The committee will present the lease to the Probate Court, Chatham Health District and Youth and Family Services/ Food Bank.

It was noted that the Board of Selectman have jurisdiction as to the location of the Board of Education offices. Mrs. Stricker questioned if the Board of Selectman would need to make a motion to relocate the Board of Education into the new office buildings to which First Selectman Walter replied he would ask the town attorney. Mrs. Stricker requested that the BOS make the motion at their next meeting.

Mrs. Stricker questioned if a lease was necessary for the Ambulance Association. First Selectman Walter replied no. The town pays the Ambulance Association's lease and they have already made a commitment.

Mrs. Varricchio reported she had consulted with the Bond Council today regarding the project. The deadline for bringing the project to referendum for Election Day is the end of August. The committee agreed they would not be ready as dollar figures would not be available. The deadline for a regular referendum is 2 weeks prior. The two timelines will be made available to the committee from the Bond Council.

#### **Selectmen's Report**

Responsive to a question by First Selectman Walter, Mr. Ventres replied the water had been tested by the Department of Health and he had foreseen no issues regarding contamination.

#### **Engineers' Report**

There was none.

#### **New Business**

There was none.

#### **Subcommittee Reports**

##### **Update on Construction Manager RFQ**

Committee members reviewed and updated the CM RFQ. This document should be ready for submittal tomorrow.

Mr. Blaschik reported of a call he had received from O and G of concerns of having to provide financials. It was stated that these types of questions should be referred to the Selectman's Office. This item was specified on the Addendum. Financials are public record and are not kept confidential. Financials are required with bid submissions.

**Motion by Mrs. Stricker to submit the CM RFQ addendum as amended, arrange for a second site visit on July 8, 2010 at 10 a.m. and have the bid opening on July 15<sup>th</sup>. Second by Mrs. Dillon and unanimously passed.**

**Motion by Mr. Smith to change the bid opening from July 15<sup>th</sup> to July 14<sup>th</sup>. Second by Mr. Mansfield and unanimously passed.**

#### **Update on Inventory & Portable Removal RFPs**

Mrs. Stricker reported one person came for the Inventory RFP and did not bid. The Selectman's Office will be interviewing a potential Inventory Company which specifically works with towns. Mr. Ventres reported he had consulted with Mr. Thumm regarding getting dumpsters to put on site for the removal of the inventory. Because there were no bidders for the Inventory RFP, First Selectman Walter will include these options on the next BOS meeting agenda.

Mr. Ventres reported 2 companies came to the Portable Removal RFP today. Franklin Academy bid \$2,000 to take the portables (to be paid to the town). The other company's quote was incorrect; they had quoted that they would charge the town \$44,000 to remove the portables. Mrs. Varricchio stated the \$2,000 would be a set aside for debt services.

**Motion by Mr. Smith that the Middle School Conversion Committee recommends the Selectman to accept the bid from Franklin Academy for \$2,000 for the removal of the portables.**

Mr. Mansfield asked if the meter would be pulled prior to the removal. Mr. Ventres replied affirmative. Mr. Smith questioned if alarm charges would be reduced once they were removed. Mr. Ventres stated he would notify the alarm company.

**Second by Mr. Mansfield and unanimously passed.**

#### **STEAP Grant Opportunity**

Several STEAP Grants are being written. The deadline is July 20<sup>th</sup>.

#### **Old Business**

There was none.

#### **General Discussion**

There was discussion regarding the alarm and phone systems. Mr. Mansfield stated it would be the responsibility of every department to lock and secure their doors to their offices prior to leaving and that the corridors would be on a different alarm system so that

the multipurpose meeting rooms could be used in the evenings. Cameras will be located in common areas.

Mr. Mansfield reported the National Guard would be occupying the site on August 10<sup>th</sup> for training.

**Public Comment**

There was none.

**Next Meeting Date – July 22, 2010 6PM GRANGE**

Committee members will meet July 15<sup>th</sup> to review the Construction Manger proposals.

**Adjournment**

**Motion by Mr. Mansfield to adjourn at 7:35 p.m. Second by Mrs. Stricker and unanimously passed.**

Respectfully Submitted;

E. Ruth Ziobron  
Recording Secretary