

Board of Selectmen  
First Selectman's Office  
July 2, 2015  
Special Meeting Minutes

Selectmen Present: M. Walter; E. Lyman, E. Malavasi  
Also Present: L. Zemienieski

1. First Selectman Walter called the meeting to order at 12:45 p.m.
2. Call for Town Meeting: The Selectmen discussed the call to send the committee charges to Town Meeting.

Motion made by Mr. Walter, seconded by Mr. Lyman, to approve the following call for Town Meeting:

All electors and citizens eligible to vote in town meetings of the Town of East Haddam, Connecticut (the "Town") are hereby warned and notified that a Special Town Meeting of the Town is to be held at the Town Meeting Hall located on Town Street in East Haddam, Connecticut on Tuesday, July 14, 2015 at 8:00 p.m., for the following purposes:

**Item 1:** To consider and act upon the recommendation of the Board of Selectmen and the Board of Education to amend the charge of the East Haddam Schools Capital Improvements Building Committee as follows:

RESOLVED: That an East Haddam Schools Capital Improvements Building Committee is hereby established for the purpose of the completion of the following projects:

- Electrical upgrade at the Elementary and Middle Schools;
- Roof replacement at the Middle School;
- Asbestos tile removal/tile replacement in the Elementary School;
- Asbestos tile removal/tile replacement in the Middle School;
- Boiler Replacement/Asbestos Removal at the Middle School;
- Window Replacement at the Middle School;
- Roof replacement at the Elementary School;
- Fire Alarm System at the Elementary School;
- Chimney Replacement at the High School;
- Roof Replacement at the High School; ~~and~~
- Water Supply System Replacement at the Elementary School;
- Asbestos ceiling tile removal/tile replacement in the Elementary School; and
- Underground oil storage tank replacement at the Elementary School.

A copy of the entire charge, as amended, is on file in the Town Clerk's Office.

**Item 2:** To consider and act upon the following resolution:

RESOLVED: That an Elementary School Renovation Building Committee is hereby established for the purpose of the design and construction of improvements at the East Haddam Elementary School to include (i) the replacement, repair and renovation of roofs and the installation of a new drainage system, (ii) the replacement and installation of boilers and associated equipment, (iii) the remediation and removal of asbestos and PBCs in the roof and boiler areas, (iv) the pavement resurfacing, sealing and repair of the parking lots.

Section 1. The Committee shall consist of 7 members and 2 alternates, to be appointed by the Board of Selectmen. The term of office of said members shall continue until the project is complete and accepted by the town and the committee is discharged, except that any member may resign or be removed by a vote of the Board of Selectmen at any time. Any vacancy on the Committee shall be filled by the Board of Selectmen. The Committee shall select its own chairman, vice chairman, secretary and treasurer. This committee shall answer to the Board of Selectmen and shall make quarterly progress reports to the Board of Selectmen.

Section 2. The members of the Committee shall not receive any compensation for their services. The necessary expenses of the committee shall be included in the estimated project cost and any appropriation to be requested by the Committee from the Town. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable state statutes.

Section 3. The Town of East Haddam Land Use Administrator, Facilities and Finance Directors as well as a Board of Education Representative will serve as advisory staff to the committee.

Section 4. The Committee shall have the following powers and duties:

(a) To consult with the Board of Education and its administrators concerning the plans for said project and its construction and the schedule therefore;

(b) To develop schematic drawings and outline specifications for the project and to review and approve all plans for said project, and to supervise and/or provide for the proper supervision of the project in the Town's best interest;

(c) To assist in the application for any grants that may be available to the Town for said project, and provide or execute any necessary documentation for such a grant application;

(d) Within the approved appropriation of \$2,707,000, and subject to the limits thereof, to contract with architects, engineers, contractors and others in the name and on behalf of the town to design, build and complete the project, and approve all design and construction expenditures for the project.

Section 5. Upon completion of the school building project, the Committee shall make a complete report and accounting to the Board of Selectmen.

**Item 3:** To consider and act upon the following resolution:

RESOLVED: That a Municipal Office Building Committee is hereby established for the purpose of the design and construction of Municipal Offices. The committee is charged with (1) the planning, design, demolition, renovation, repair and reconstruction of the former Nathan Hale-Ray Middle School building located at 1 Plains Road, Moodus, Connecticut, which shall include, without limitation, (i) the demolition of approximately 18,300 square feet constituting the Ray portion of the building, (ii) the renovation, repair, fit-out and conversion of classrooms, offices, conference rooms, public areas, lavatories, and storage space and other support areas located within the Nathan Hale portion of the building, including renovations to gymnasium space to be used by the Town's Parks and Recreation Department and as a polling location, (iii) the installation of a vault for the Town Clerk's office, (iv) code compliance work, including handicapped accessibility code improvements, (v) hazardous material and asbestos abatement, (vi) the renovation and/or conversion of interior spaces, the making of exterior façade improvements, the restoration of the exterior shell of the building, masonry restoration, and the installation of new windows, doors and roofing systems, (vii) room, wall and floor construction and renovations, and (viii) electrical, mechanical, plumbing, lighting, HVAC system and other building system improvements; (2) the construction of a free standing garage to house police and municipal vehicles and equipment; (3) the purchase of furniture, fixtures, equipment, IT infrastructure, and other materials for the foregoing project; (4) site improvements, including parking, lighting, regrading and improved site lines; (5) the pavement, resurfacing, sealing and repair or replacement of the existing tennis courts; (6) the preparation and printing of bid documents, cost estimate reports, traffic and other studies, environmental reports, informational materials and other preliminary materials, studies and reports related to the project; and (7) design, demolition, construction, site work, permit fees, engineering, construction management, architectural, insurance, testing and inspections, legal, administration, temporary and permanent financing, costs of issuance, printing, capitalized interest and any other costs and expenses related to the project.

Section 1. The Committee shall consist of **7** members and 2 alternates, to be appointed by the Board of Selectmen. The term of office of said members shall continue until the project is complete and accepted by the town and the committee is discharged, except that any member may resign or be removed by a vote of the Board of Selectmen at any time. Any vacancy on the Committee shall be filled by the Board of Selectmen. The Committee shall select its own chairman, vice chairman, secretary and treasurer. This committee shall answer to the Board of Selectmen and shall make quarterly progress reports to the Board of Selectmen.

Section 2. The members of the Committee shall not receive any compensation for their services. The necessary expenses of the committee shall be included in the estimated project cost and any appropriation to be requested by the Committee from the Town. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable state statutes.

Section 3. The Town of East Haddam Land Use Administrator, Facilities, Finance and Recreation Directors as well as a Board of Education Representative will serve as advisory staff to the committee.

Section 4. The Committee shall have the following powers and duties:

(a) To consult with the Board of Selectmen and Board of Education and its administrators concerning the plans for said project and its construction and the schedule therefore;

(b) To develop required drawings and outline specifications for the project and to review and approve all plans for said project, and to supervise and/or provide for the proper supervision of the project in the Town's best interest;

(c) To assist in the application and filing for any grants or federal loan that may be available to the Town for said project, and provide or execute any necessary documentation for such a grant or loans;

(d) To contract with architects, engineers, contractors and others in the name of and on behalf of the town to design, build and complete the project, and approve all design and construction expenditures for the project up to the appropriated amount of \$15,000,000.

Section 5. Upon completion of the municipal office building project, the Committee shall make a complete report and accounting to the Board of Selectmen.

**Item 4:** To consider and act upon the following resolution:

RESOLVED: That a Town Wide Radio System Building Committee is hereby established for the purpose of the design and construction related to a town-wide radio system for use by first responders, emergency personnel and municipal officials, including the construction of communications towers and the purchase and installation of antennas, cable and other equipment at various tower sites to be determined.

Section 1. The Committee shall consist of 9 members, to be appointed by the Board of Selectmen. The term of office of said members shall continue until the project is complete and accepted by the town and the committee is discharged, except that any member may resign or be removed by a vote of the Board of Selectmen at any time. Any vacancy on the Committee shall be filled by the Board of Selectmen. The Committee shall select its own chairman, vice chairman, secretary and treasurer. This committee shall answer to the Board of Selectmen and shall make quarterly progress reports to the Board of Selectmen.

Section 2. The members of the Committee shall not receive any compensation for their services. The necessary expenses of the committee shall be included in the estimated project cost and any appropriation to be requested by the Committee from the Town. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable state statutes.

Section 3. The Town of East Haddam Land Use Administrator and Facilities and Finance Directors will serve as advisory staff to the committee.

Section 4. The Committee shall have the following powers and duties:

- (a) To consult with any and all town departments or agencies that will be users of the system concerning the plans for said project and its construction and the schedule therefore;
- (b) To develop specifications for the project and to review and approve all specifications for said project, and to supervise and/or provide for the proper supervision of the project in the Town's best interest;
- (c) To assist in the application for any grants that may be available to the Town for said project, and provide or execute any necessary documentation for such a grant application;
- (d) The committee will be responsible for design and construction costs, equipment, materials, architects' fees, engineering fees, permit fees, legal fees, capitalized interest, temporary and permanent financing costs, costs of issuance, printing and any other costs and expenses related to the project.
- (e) Within the approved appropriation of \$2,100,000, and subject to the limits thereof, to contract with design architects, engineers, contractors, tower site owners and others in the name and on behalf of the town to design, build and complete the project, and approve all design and construction expenditures for the project.

Section 5. Upon completion of the town wide radio system building project, the Committee shall make a complete report and accounting to the Board of Selectmen.

**Item 5:** To consider and act upon the following resolution:

RESOLVED: That a Town Street and Moodus Firehouse Renovation Building Committee is hereby established for the purpose of improvements to the Town Street Firehouse (Company No. 1) and the Moodus Firehouse (Company No. 2), including, without limitation, the costs of (i) the repair, renovation and upgrade of kitchens, bathrooms and other areas and the installation of fire exit additions at both firehouses, (ii) certain structural repairs at both firehouses, (iii) the installation of vehicle exhaust systems at both firehouses, (iv) the pavement resurfacing, sealing and repair of the parking lot at the Moodus Firehouse, (v) the construction of an additional drive through bay for emergency vehicles at the Moodus Firehouse.

Section 1. The Committee shall consist of 7 members and 2 alternates, to be appointed by the Board of Selectmen. The term of office of said members shall continue until the project is complete and accepted by the town and the committee is discharged, except that any member may resign or be removed by a vote of the Board of Selectmen at any time. Any vacancy on the Committee shall be filled by the Board of Selectmen. The Committee shall select its own chairman, vice chairman, secretary and treasurer. This committee shall answer

to the Board of Selectmen and shall make quarterly progress reports to the Board of Selectmen.

Section 2. The members of the Committee shall not receive any compensation for their services. The necessary expenses of the committee shall be included in the estimated project cost and any appropriation to be requested by the Committee from the Town. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable state statutes.

Section 3. The Town of East Haddam Land Use Administrator and Facilities and Finance Directors will serve as advisory staff to the committee.

Section 4. The Committee shall have the following powers and duties:

(a) To consult with the Fire Department, Ambulance Association, Office of the Fire Marshall, Emergency Management and its administrators concerning the plans for said project and its construction and the schedule therefore;

(b) To develop schematic drawings and outline specifications for the project and to review and approve all plans for said project, and to supervise and/or provide for the proper supervision of the project in the Town's best interest;

(c) To assist in the application for any grants that may be available to the Town for said project, and provide or execute any necessary documentation for such a grant application;

(d) Within the approved appropriation of \$508,000, and subject to the limits thereof, to contract with architects, engineers, contractors and others in the name and on behalf of the town to design, build and complete the project, and approve all design and construction expenditures for the project.

Section 5. Upon completion of the Town Street and Moodus Firehouses Renovation building project, the Committee shall make a complete report and accounting to the Board of Selectmen.

3. **Adjournment:** There being no additional business to discuss, a motion was made by Mr. Walter, seconded by Mr. Malavasi, to adjourn the meeting at 12:55 p.m. Unanimous aye.

Respectfully submitted,

Emmett Lyman, Secretary