

Town of East Haddam  
Municipal Office Building Committee  
October 22, 2015  
Adopted 11/12/2015

**1. CALL TO ORDER**

The Special Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, October 22, 2015, at 7:00 p.m. at the Grange Hall.

**2. Attendance and Appointment of Alternate(s)**

Meeting Attendance: Craig Mansfield, Roy Parker, Edward Blaschik, Karan Conover, Erik Dill, Phil Barlow, Vincent Garofalo, Chuck Smith (arrived @7:15 p.m. during discussions of Silver Petrucelli update ), Denise Dill, Ray Wiley--O&G Industries , Deb Denette-Town Clerk, Alfred A. DiVincentis-Town Attorney from Halloran and Sage, Tiffany Quinn and Ruth Ziobron-Recording Secretary.

Absent Member(s): David Morrison.

Ms. Conover was seated for Mr. Smith (until his arrival) and Mr. Barlow was seated for Mr. Morrison.

**3. Approval of Agenda**

**Motion by Mr. Blaschik to approve the agenda. Seconded by Ms. Conover and unanimously passed.**

**4. Approval of Meeting Minutes**

**A. October 8, 2015**

**Motion by Mr. Blaschik to approve the October 8, 2015 meeting minutes. Second by Mr. Parker and unanimously passed.**

**B. October 12, 2015**

**Motion by Mr. Blaschik to approve the October 12, 2015 meeting minutes. Second by Mr. Dill.**

**Favor: Dill, Barlow, Garofalo, Mansfield**

**Oppose: None**

**Abstain: Conover, Blaschik**

**Motion passed.**

**C. October 15, 2015**

**Motion by Mr. Blaschik to approve the October 15, 2015 meeting minutes. Second by Mr. Parker.**

**Favor: Dill, Barlow, Conover, Mansfield, Blaschik**

**Oppose: None**

**Abstain: Garofalo**

**Motion passed.**

**5. New Business**

**A. Deb Denette-FOI / Meeting rules discussion**

Mrs. Denette distributed and discussed the following documents which are filed at the Selectman's office.

- Documentation which reviews Public Agencies, Public Meetings, Executive Sessions and Public Records.
- 2016 annual schedule paperwork.
- Advertisement for an Educational Workshop, Freedom of Information, November 30, 2015 at 7:00 p.m., at the Town Grange by Thomas Hennick.

**B. Town Attorney contract review.**

Attorney DiVincentis, per the Selectman's office, is reviewing the draft Silver Petrucelli proposal and developing documentation necessary for the project. Regardless of which architect is chosen, the form of contract would be similar. Contracts would be an AIA modified 133 contract for the Architect and a companion Construction Manager at Risk agreement modified to suit the needs of the project. Committee members reviewed work on the project to date. CERMA will also need to review contracts for insurance needs. Mr. DiVincentis stated the contracts would be tailored for CERMA requirements. Mr. DiVincentis reviewed his credentials. Mr. DiVincentis warned the committee that the Silver Petrucelli proposal went from schematic design to construction document, eliminating design development phase. This would require the construction manager at each stage of the project to budget and look at constructability, value engineering, cost effectiveness and provide recommendations to the committee. Mr. DiVencenti stated looking at a budget based on schematics without a lot of detail may cause budget issues. A construction manager at risk will have a guaranteed maximum price. The guaranteed maximum price is based on what the architect puts on the documents. Mr. DiVencinti recommended Silver Petrucelli to provide design development phase with their contract.

**C. Review Contract: Silver Petrucelli & Associates-Architectural fees for project-Continued**

Mr. Mansfield distributed and discussed the following document which is filed at the Selectman's office:

- Project Performance Summaries for Silver/Petrucelli. It documents approximately 41 projects with change order history. The total average change order% of bids was 2.2% and the unforeseen Conditions of Bid \$ average was 0.6%. The average owner requests for Change Orders was \$3,571,270. The request for change orders is included in the total change order numbers. So for example in the first project-Achievement First Fox Middle School, the unforeseen condition % of bid \$ is

included in the total Change order % of bid of 2.2%. These change orders were at least 5 years back and comparable projects.

Mr. Smith noted the town had already paid for various designs prior to approval for the project since 2008.

Mr. Barlow and Mr. Dill reviewed phone conversations with references provide by Silver Petrucelli from similar projects in Enfield, Middletown, Milford and Ellington. Two towns did not return calls. All referrals were favorable however it was noted there was a lack of coordination/looseness in the architectural drawings.

Committee members agreed with the town attorney to have a design development phase included with Silver Petrucelli's contract.

Mr. Blaschik was hoping for a reduction in the \$250,000 phase 2 Full Building/Site. Mr. Blaschik noted some of the reductions were due to the decision to go with a construction manager and these additional costs would be shifted in the construction manager's contract. Mr. Mansfield and Mr. Smith noted Silver Petrucelli had been very fair with fees associated with changes and shepherding the project since 2008. It was noted architectural fees were increasing and a delay could ultimately cost more.

**Motion by Mr. Smith to accept the proposal from Silver Petrucelli dated October 15, 2015 for the amount of \$510,000 with the understanding they will provide the additional Design Development Phase Documents. Second by Mr. Parker and unanimously passed.**

Demolition documents will need to be developed soon. The committee will need to hire a construction manager at risk before the demolition phase of the project. Fuss & O'Neil will be asked to attend the next meeting to review their estimate. The estimate may be saved in google docs or dropbox for committee review because of its length. Committee members will ask for the town attorney to provide RFP contracts at the next meeting.

#### **D. Approval of the 2016 schedule**

**Motion by Mr. Blaschik to approve the 2016 meeting schedule. Second by Mr. Dill and unanimously passed.**

#### **5. General Discussion**

A subcommittee will need to be formed to meet with department heads to determine space needs.

#### **6. Audience of Citizens**

Mrs. Dill noted the last time department heads reviewed space needs was in 2008-2009 and there may be changes.

**7. Adjournment**

**Motion by Mr. Blaschik at 8:15 p.m. to adjourn. Seconded by Mr. Garofalo and unanimously passed.**

Respectfully submitted;

Edward C. Blaschik  
Secretary