

Town of East Haddam
Municipal Office Building Committee
January 14, 2016
Adopted 1/28/16

1. CALL TO ORDER

The Regular Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, January 14, 2016, at 7:05 p.m. at the Grange Hall.

2. Attendance and Appointment of Alternate(s)

Municipal Office Building Committee Members: Craig Mansfield, Edward Blaschik, Erik Dill, Phil Barlow, Chuck Smith, Karen Conover, Vincent Garofalo, Roy Parker, Daniel Alexander, Tracey Gionta-BOE Liaison and Sue Link-BOS Liason (arrived 7:52 p.m.).

Absent Member(s): Tiffany Quinn- Parks and Rec Liaison.

Other(s): Kenneth Biega-O & G Industries, Denise Dill, Todd Gelston and Ruth Ziobron-Recording Secretary.

3. Approval of Agenda

Motion by Mr. Blaschik to approve the agenda. Seconded by Mr. Barlow and unanimously passed.

4. Approval of Meeting Minutes

A. December 10, 2015

Motion by Mr. Blaschik to approve the December 10, 2015 meeting minutes as presented. Second by Mr. Dill and unanimously passed.

5. New Business

A. AIA for Silver Petrucelli & Associates.

Committee members reviewed and discussed the following which are filed at the Selectman's Office.

- Draft AIA Document B133-2014 agreement between the Town of East Haddam, Connecticut and Silver Petrucelli & Associates.
- Advised revisions from the Town Attorney.

Mr. Stein commented on the following items from the Advised revisions from the Town Attorney.

- *2. 1.1.4-inserted the anticipated start and finish of construction.* Mr. Stein stated there currently was not a construction manager hired and that Silver Petrucelli could not be bound by start of construction as this schedule would be determined by the construction manager. Mr. Stein stated this item should be to be determined.

- 4. 4.3.4-added that any increase in cost, if any, to the architect's services because the duration of the contract exceeds 24 months is limited to a 3% increase per year. Mr. Stein stated based on the anticipated schedule, extending the contract out an additional year would obligate Silver Petrucelli to any contractor delay. Mr. Stein recommended the establishment of a deadline for the contract which could be renegotiated if necessary. Mr. Stein noted there were many factors which could affect the schedule which was out of Silver Petrucelli's control such as USDA review and approval.
- 5. 12.5-added that the contract is subject to USDA approval. If the form of contract (B133) or the method of project delivery (CM) is not approved by the USDA, then the parties will enter into a new form of contract approved by the USDA on the same terms and conditions. Currently the USDA has not approved the project with a Construction Manager at Risk. Silver Petrucelli's agreement is based on a Construction Manager at Risk relationship and if changes are made, or if the USDA requires a B101 contract, then the contract with Silver Petrucelli may need to be amended.

Mr. Garofalo questioned how long it would take to develop demolition documentation to which Mr. Stein replied about 2 ½ months. Mr. Stein stated of the importance of hiring a construction manager.

Motion by Mr. Smith to approve the Draft AIA Document B133-2014 agreement between the Town of East Haddam, Connecticut and Silver Petrucelli & Associates as revised. Second by Mr. Garofalo and unanimously passed.

USDA Contract requesting unconventional contracting

Committee members reviewed and discussed the following which is filed at the Selectman's Office.

- USDA and Town of East Haddam, Connecticut's request to use an unconventional contracting method pursuant to RD Instruction 1942-A, Section 1942.18(1) for New Municipal Facility dated January 3, 2016.
- Community Facilities Design/Build or Construction Management Concurrence Checklist. This checklist was used by the Town Attorney to develop the Request to Use Unconventional Contracting Method contract.

Mr. Blaschik questioned if there was a history of the USDA approving a municipal project with a construction manager at risk. Mr. Mansfield replied the USDA had replied yes.

Motion by Mr. Barlow to accept the USDA and Town of East Haddam contract as presented. Second by Mr. Blaschik and unanimously passed.

East Haddam RFP Municipal Offices

Committee members reviewed and edited the following which is filed at the Selectman's Office.

- Request for Qualifications/Proposal Construction Management Services for Conversion of the Former Middle School to Municipal Offices.

Page 2 item 2, 5th paragraph, committee members asked to strike "possibly relocated". Committee members would like to keep the murals where they are located and build around them. Mr. Smith requested this item also include that the murals would need special protection by a professional. Mr. Smith suggested inviting members of the Historical Society to a meeting to review the history of the murals. The following will be included: "This will require special protection by a qualified contractor knowledgeable in protecting and preserving historical art". This item will be a part of the Construction Manager's scope.

Motion by Mr. Smith to approve the Request for Qualifications/Proposal Construction Management Services for Conversion of the Former Middle School to Municipal Offices as edited. Second by Mr. Parker and unanimously passed.

B. Subcommittee reports/updates

-Contract Development

There was none

-Space Planning

The Space Planning Subcommittee met this evening at 6 p.m. Meeting minutes will be filed at the Selectman's Office.

A questionnaire will be developed by the architect for department heads to determine space needs. Mr. Stein will meet with them before developing the questionnaire.

The Space Planning Subcommittee would like the architect to provide a template of typical square foot allocations for each office space. Mr. Stein stated there was no perfect design template. Mr. Stein noted programming had been reviewed previously, however there would be changes. Mr. Stein suggested a list be formulated comprising of items needing to be addressed and Silver Petrucelli would start meeting with department heads. Mr. Mansfield noted Patty Stricker had previously developed a survey. Committee members will ask her to provide her survey.

D. Bills and Invoices

There were none.

6. General Discussion

Mr. Mansfield stated with regards to a question by Mr. Gelston at the previous meeting, there was no mold report/testing because the previous committee had decided it was not necessary because the building would be gutted. It was the intent of the previous committee to remove anything which was porous.

Committee members will need to nominate a treasurer at the next meeting.

Committee members will focus on demolition documents and space needs/programming while waiting for the hiring of a Construction Manager and USDA review.

Committee members discussed public relation efforts. A statement regarding the murals as well as an update of the project will be published in the East Haddam News.

7. Next Meeting

A. January 28, 2016

The next scheduled Municipal Building Committee meeting will be Thursday, January 28, 2016 at 7 p.m. at the town Grange.

8. Audience of Citizens

Mr. Gelston requested a mold test report; noting the building had been sealed for 12 years. Mr. Mansfield replied a mold test would be performed after the building had been demolished and cleaned out and before new construction.

9. Adjournment

Motion by Mr. Blaschik at 8:05 p.m. to adjourn. Seconded by Mr. Smith and unanimously passed.

Respectfully submitted;

Edward C. Blaschik
Secretary