

Town of East Haddam
Municipal Office Building Committee
February 25, 2016
Adopted 3/10/2016

1. CALL TO ORDER

The Regular Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, February 25, 2016, at 7:00 p.m. at the Grange Hall.

2. Attendance and Appointment of Alternate(s)

Municipal Office Building Committee Members: Craig Mansfield, Edward Blaschik, Erik Dill, Karen Conover, Chuck Smith, Roy Parker, Vincent Garofalo, Tracey Gionta-BOE Liaison.

Absent Member(s): Phil Barlow, Daniel Alexander, Tiffany Quinn-Parks and Rec Liaison, and Sue Link, BOS-Liaison.

Other(s): Denise Dill, Deb Denette-Town Clerk, Dave Denette, and Ruth Ziobron-Recording Secretary.

Ms. Conover was seated for Mr. Barlow.

Motion by Mr. Blaschik to approve the agenda amended to add approval of minutes from 2016-02-19 walkthrough. Seconded by Mr. Parker and unanimously passed.

3. Approval of Meeting Minutes

A. January 28, 2016

Motion by Mr. Blaschik to approve the January 28, 2016 meeting minutes with the following corrections:

-page 1 under Contract updates, strike, “has been” and replace with “will be”.

-page 1, under East Haddam RFP Municipal Offices, after RFP, add “/RFQ for construction manager at risk”.

-page 2, under Bills and Invoices, second paragraph, add “First Selectman Walter also stated the Town Treasurer would assist in maintaining financial records.”

Second by Mr. Smith.

Favor: Mansfield, Blaschik, Dill, Smith, Parker, Garofalo

Oppose: None

Abstain: Conover

Motion approved.

B. Approval of February 19, 2016 Meeting Minutes

Motion by Mr. Blaschik to approve the February 19, 2016 Meeting Minutes as amended. Second by Mr. Parker.

-Add Barlow and remove Parker from attendance.

Favor: All in attendance.

Motion passed.

4. New Business

A. Construction Manager/RFP/Walkthrough update

Meeting minutes were reviewed.

5. Old Business

A. Silver Petrucelli & Associates

The Silver/Petrucelli contract has been sent to USDA for review and approval.

B. USDA Contract

The USDA request for nonconventional construction has been submitted. Mr. Mansfield reviewed conversations with the USDA.

C. Subcommittee update

Mr. Dill voiced concern with the space needs questionnaire accuracy, as to not incur additional costs to the project (change orders). Mr. Mansfield explained that Silver Petrucelli's fees are based on phases of the project. Mr. Blaschik voiced concern with the vault location.

D. Bills and Invoices

There were none.

6. General Discussion

The RFP/RFQ's are due March 2nd. Copies will be sent to committee members for review. It was noted that resident calls about the project should go directly to the Selectman's Office.

7. Next Meeting

A. March 10, 2016

The next scheduled Municipal Building Committee meeting will be Thursday, March 10, 2016 at 7 p.m. at the Town Grange.

8. Audience of Citizens

Deb Denette suggested not having an "approval of the agenda" on a regular meeting agenda because items may be added to the agenda with 2/3's majority vote.

9. Adjournment

Motion by Mr. Blaschik at 7:36 p.m. to adjourn. Seconded by Mr. Parker and unanimously passed.

Respectfully submitted;

Edward C. Blaschik
Secretary