

Town of East Haddam  
Municipal Office Building Committee  
April 28, 2016  
Adopted May 12, 2016

**1. CALL TO ORDER**

The Regular Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, April 28, 2016, at 7:03 p.m. at the Grange Hall.

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

Municipal Office Building Committee Members: Craig Mansfield, Edward Blaschik, Erik Dill, Roy Parker, Chuck Smith (arrived 7:06), Phil Barlow, Daniel Alexander, and Tracey Gionta-BOE Liaison.

Absent Member(s): Karen Conover, Vincent Garofalo, Tiffany Quinn-Parks and Rec Liaison, and Sue Link-BOS-Liaison.

Other(s): Jared Magoon-Silver/Petrucelli, Denise Dill, and Ruth Ziobron-Recording Secretary.

**3. Approval of Meeting Minutes**

**A. April 14, 2016**

**Motion by Mr. Blaschik to approve the April 14, 2016 meeting minutes as presented. Second by Mr. Alexander and unanimously passed.**

**4. New Business**

**A. Review/Approve scoring matrix**

The Construction subcommittee developed a scoring matrix at their April 27, 2016 meeting. Committee members reviewed and edited the scoring matrix.

**Motion by Mr. Smith to approve the scoring matrix as modified.  
Second by Mr. Blaschik and unanimously passed.**

**B. Discuss submitted RFQ/RFP for Construction Manager Proposals**

**Motion by Mr. Blaschik to hold a special meeting on Saturday, May 7, 2016 at 8 a.m. at the Grange to review the RFQ/RFP for Construction Manager Proposals. Second by Mr. Barlow and unanimously passed.**

**5. Old Business**

**A. Silver Petrucelli & Associates**

Mr. Magoon will schedule appointments with department heads to review draft drawings. The draft plans propose approximately 30,000 square feet of renovations on the first floor. The approved budget for the project does not include basement renovations; however project plans will include demolition for future development and design.

**B. USDA Contract**

There was nothing new.

**C. Subcommittee update**

The Space Subcommittee did not meet.

The Construction Subcommittee met April 27, 2016 and developed a scoring matrix.

**D. Bills and Invoices**

There was none.

**6. General Discussion**

**Motion by Mr. Blaschik to appoint Mr. Alexander as Treasurer. Second by Mr. Smith.**

**Favor: Mansfield, Blaschik, Dill, Parker, Smith, Barlow**

**Oppose: None**

**Abstain: Alexander**

**Motion passed.**

**7. Next Meeting**

**A. May 12, 2016**

There will be a special meeting on Saturday, May 7, 2016 at 8 a.m. at the Town Grange.

The next scheduled Municipal Building Committee meeting will be Thursday, May 12, 2016 at 7 p.m. at the Town Grange.

**8. Audience of Citizens**

There was none.

**9. Adjournment**

**Motion by Mr. Blaschik at 8:16 p.m. to adjourn. Seconded by Mr. Parker and unanimously passed.**

Respectfully submitted;

Edward C. Blaschik  
Secretary