

Municipal Office Building Committee, Town of East Haddam

Town of East Haddam
Municipal Office Building Committee
August 11, 2016
DRAFT

1. CALL TO ORDER

The Regular Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, August 11, 2016, at 7:09 p.m. at the Nathan Hale Ray Middle School Library.

Mr. Alexander was seated for Mr. Garofalo.

2. Attendance and Appointment of Alternate(s)

Municipal Office Building Committee Members: Craig Mansfield, Edward Blaschik, Roy Parker, Daniel Alexander, Phil Barlow, Chuck Smith, Erik Dill, and Tiffany Quinn-Parks and Rec Liaison

Absent Member(s): Vincent Garofalo, Karen Conover, Tracey Gionta-BOE Liason and Sue Link-BOS-Liason.

Other(s): Emmett Lyman-First Selectman, Jason Ferrisi-Silver/Petrucelli, Randy Dill-Inland Wetlands Commission, Linda Zemieniski-Selectman's Office, Bryan Perry-BOE Chairman, Brian Reas- Superintendent of Schools, Karen Blaschik-BOE, Alan Blaschik, Ron Turner-Facilities Director, Kevin Cavallo-Ambulance, Denise Dill-Town Tax Collector, Michael MacDonald-Downes Construction Company, Thomas Romagnoli-Downes Construction Company and Ruth Ziobron-Recording Secretary.

3. Approval of Meeting Minutes

A. July 21, 2016

Motion by Mr. Blaschik to approve the July 22, 2016 meeting minutes as amended. Second by Mr. Smith and unanimously passed.

-Page 1, under section 3, end of paragraph, after "Silver/Petrucelli" add "(because of costs and logistics)".

-Page 2, 3rd paragraph, remove "not".

-Page 2, 8th paragraph, at end of sentence, add "and potentially be lit from behind".

-Page 3, 2nd paragraph, after "Garden" add "will".

-Page 4, 6th paragraph, add "The Committee requested" and strike "will" and replace with "to".

4. Old Business

A. Silver Petrucelli & Associates

Mr. Mansfield explained the schematic plans had been distributed to all the departments for feedback i.e. space needs, adjacencies, and location in relationship to other departments. Mr. Mansfield explained the project was approved for

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\$15,000,000 and the committee was working on a budget with limited space. The committee's charge is to demolish the Ray portion of the building, build the addition of a vault, and build a garage behind the building.

Mr. Reas-Superintendent of Schools spoke with regards to facility needs for the school and did not speak for the Board of Education. Mr. Reas stated the current Central Office space was modest and shared by his secretary, accounts payable and a person from payroll. Current space includes a small conference and work (file/storage) room and a room designated for confidential information. Mr. Reas explained the current drawings cut 1/3 of their current space, without a confidential area/workspace as well as a conference area and he invited the committee to visit the Central Office. Mr. Reas suggested reducing IT to one desk. Location within the building to other departments is not as important to Mr. Reas if it allows for more office space. Mr. Mansfield noted the BOE had a seated member on the committee and that representation had been absent from the past few meetings. Mr. Mansfield explained the importance of ongoing representation at MOBC meetings. Any BOE representative would be welcome to attend and contribute at meetings. Responsive to a question by Mr. Smith, Mr. Reas replied he had met with Silver Petrucelli twice to review the Superintendent of school's office space needs. Mr. Reas stated when Silver Petrucelli reviewed their needs; they did not address square footage.

Bryan Perry-BOE Chair clarified he had attended the July 14th Space Planning meeting and there was no "Audience of Citizens" and he was not recognized, which was why he did not voice concern with space needs.

Tiffany Quinn-Parks and Rec Liaison stated she was happy with the space allocated to the Park and Rec offices.

Linda Zemieniski-Selectman's Office stated their proposed space lacked workspace and room for files. Ms. Zemieniski voiced concern with the proposed plans and the file room being too far from her office (including public access for mail, copier). Ms. Zemieniski stated it would be impractical to have to walk down the hall, around the corner and further down the hall; to access her files. Ms. Zemieniski stated this designated area would also be impractical as her workroom because it would require her to be away from her desk and unavailable to answer her phone or to monitor people walking into the office for the Selectman. Mrs. Snow currently shares an office with the Selectman's Office but will be relocated into the Finance Office. Ms. Zemieniski explained the extra desk would be used by the other Selectmen and the Animal Control Officer. Ms. Zemieniski noted the file space was under widows only allowing for 2 drawer lateral file cabinets. Ms. Zemieniski suggested an open concept with the Finance Office so they could help each other. Ms. Zemieniski questioned if the separations in the meeting rooms would be sound proof and if there would be the technology available for conference calls and presentations. Mr. Mansfield replied there would be the infrastructure for technology in the meeting rooms and it would depend on the FF & E budget. One of the meeting room's donated furniture has built-in technology. Ms. Zemieniski stated she could not

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schedule regular meetings on each side of a divided conference room on the same night because sometimes, the meetings grow. Ms. Zemieniski stated the new meeting rooms would free up the Grange to be used for community groups. She informed the committee that the Fire Marshal was happy with his space. Ms. Zemieniski stated the VNA did not have a contract with the Chatham Health District and questioned why they were included in the floor plans and if they were included, they should be billed a monthly rent. Ms. Zemieniski will contact the VNA to review their space needs. Ms. Zemieniski suggested the committee discuss with Mr. Casner the need for an EDC office and noted confidentiality issues with the EDC and VNA sharing offices. Ms. Zemieniski requested locating the mailroom to a more central location (current VNA/EDC office) to the Selectman's Office, Town Clerk and Tax Collector.

Responsive to a question by First Selectman Lyman, Mr. Ferrisi replied the bathroom count was code driven based on occupancy. Mr. Ferrisi stated he had not figured the exact occupancy of the building and if the figures were too high, some bathrooms would be removed.

Denise Dill-Tax Collector stated she was happy with her office space. She questioned why there was a copier room when everyone already had copiers in their offices. Mr. Mansfield replied the committee was not responsible for operational once the building was occupied, but that sharing copy machines would reduce lease costs. Mr. Smith noted office spaces would be wired for future use.

Kevin Cavallo-Ambulance voiced concern with after-hours building access and security. Mr. Mansfield replied there would be card access. Mr. Cavallo suggested locating the offices needing to be secure from the public together so they can be locked down during off hours.

Ron Turner-Facilities Director stated he had no concerns with his office space.

Randy Dill suggested that the town digitize files. Randy Dill stated he would want to continue the Inland Wetlands Commission's regular meetings at the Grange once the new facility is built.

Ms. Zemieniski questioned if there would be file storage in the basement to which Mr. Mansfield replied yes.

Mr. Mansfield stated the committee was listening to concerns and needs and was building for the town employees, Board of Education and public within a budget. Eric Dill stressed the project was driven by the budget needing to be functional and thanked Mr. Mansfield for finding the furniture donations. The Space Planning Committee will meet to review this evening's discussions with Silver Petrucelli so they can develop new draft plans to discuss with departments.

B. Downes Construction

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Mr. Romagnoli distributed and discussed The East Haddam Municipal Offices project timeline. It is filed at the Selectman's Office. The committee requested an estimate for temperature/humidity monitoring system for the gymnasium where all the furniture is being stored.

C. USDA

The USDA emailed Mr. Mansfield that they concurred with the selection of Downes Construction as the CMC. The AIA will need review by the Town Attorney and then will signed and sent to the USDA.

Mr. Mansfield stated at the last joint Board of Selectman/Board of Finance meeting, the town financial advisor's presentation had addressed how working with the USDA could affect the timeline. Mr. Mansfield stated there was also discussion about the rates and that currently the town was locked into a 3.625% rate and that the USDA has lowered their rates to 3%. First Selectman Lyman agreed to follow up on relocking the new rates.

D. Subcommittee Update

There was nothing new to add.

The Space Planning Subcommittee will meet Thursday, August 18, 2016 at 6 p.m. at the Grange.

E. Bills and Invoices

Invoice #16-1326 was submitted by Silver Petrucelli & Associates in the amount of \$21,000.00 for furniture and schematic design (80% completed).

Mr. Blaschik questioned if the schematic design was 80% complete. Mr. Mansfield stated based on this evenings discussions; more work would be necessary. Mr. Barlow stated the site plans were not complete. Mr. Ferrisi stated the engineers were working on the schematic site plans. Committee members wanted the schematic site plans before approving the design being 80%. The committee agreed to approve the services to move the furniture in the amount of \$17,943.75.

Motion by Mr. Alexander to approve invoice #16-1326 in the amount of \$17,943.75 for services for moving furniture. Second by Mr. Dill and unanimously passed.

5. General Discussion

Karen Conover has resigned serving on the committee.

There are 2 alternate positions open. Al Howat has expressed interest on serving on the committee.

Motion by Mr. Parker to approve Mr. Howat's application to serve on the Municipal Office Building Committee. Second by Mr. Blaschik and unanimously passed.

Mr. Ferrisi provided the BSC group proposal outlining services required for the site plan approval and special exemption. Mr. Ferrisi stated an updated survey will be necessary for the project. Mr. Mansfield will email this document to committee members and Downes Construction to be reviewed at the next meeting.

Mr. Barlow voiced concern with the committee not having enough time to review the site plan before it is submitted to the Planning and Zoning Commission in October. Mr. Ferrisi stated Mr. Ventres had told him that a special exemption could be applied for before the septic and water information was included on the site plans as long as it was provided before construction. Mr. Ferrisi stated Mr. Ventres had agreed to work with a schematic site plan for approval. Mr. Barlow stated that was unusual and advised against approving a schematic site plan without seeing the details. Mr. Ventres will be contacted to attend the next meeting.

6. Next Meeting

A. August 25, 2016

Motion by Mr. Blaschik to cancel the August 25, 2016 Municipal Office Building Committee meeting. Second by Mr. Barlow and unanimously passed.

The Space Planning Subcommittee will meet Thursday, August 18th at 6 p.m. at the Grange.

Motion by Mr. Blaschik to schedule a special meeting on Thursday, August 18th at 7 p.m. at the Grange. Second by Mr. Dill and unanimously passed.

The next scheduled meeting will be August 18, 2016 at 7 p.m. at the Grange.

7. Audience of Citizens

There was none

8. Adjournment

Motion by Mr. Parker at 8:22 p.m. to adjourn. Seconded by Mr. Smith and unanimously passed.

Respectfully submitted;

Edward C. Blaschik
Secretary