

Municipal Office Building Committee, Town of East Haddam

Town of East Haddam  
Municipal Office Building Committee  
November 17, 2016  
Adopted December 8, 2016

**1. CALL TO ORDER**

The Regular Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, November 17, 2016 at 7:00 p.m. at the Grange.

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

Municipal Office Building Committee Members: Craig Mansfield, Edward Blaschik, Erik Dill, Chuck Smith, Phil Barlow, Roy Parker, Al Howat, and Tracey Gionta-(BOE),

Absent Member(s): Daniel Alexander, Vincent Garofalo, Sue Link (BOS), Tiffany Quinn (P&R) and Harvey Thomas (BOF).

Other(s) Thomas Romagnoli (Downes Construction), David Stein (Silver Petrucelli), Ron Turner-Facilities Director, Denise Dill, Todd Gelston, Charlene Riling, Bryan Perry (BOE) (arrived 7:09 and departed 7:14) and Ruth Ziobron-Recording Secretary.

Al Howat was seated for Vinny Garofalo.

**3. Approval of Meeting Minutes**

**A. November 10, 2016**

**Motion by Mr. Blaschik to approve the November 10, 2016 meeting minutes as amended and seconded by Mr. Barlow.**

**-Page 5, under General Discussion, last paragraph, 10<sup>th</sup> line, strike “provided updates at every Board of Selectman and Board of Finance meeting” and replace with “attended Board of Selectman and Board of Finance meetings in which updates about the project have been provided”.**

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

**Oppose: None**

**Abstain: Parker**

**Motion passed.**

**4. Old Business**

**A. Silver Petrucelli & Associates**

The following documents were reviewed. They are filed at the Selectman's Office.

-Letter from Mr. James Ventres, Land Use Administrator, dated November 16, 2016 regarding comments and recommendations regarding the engineering review of the design drawings and reports.

-State of Connecticut Public Health Drinking Water Section Application For A Public

-Water System Well Site Suitability Certification-Public Water System General Application for Approval or Permit.

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Mr. Mansfield has not received information regarding the necessary USDA paperwork required for the project. When he contacted them, he was told the paperwork had been pushed to the State for review and they never answered the question as to the required forms.

Silver Petrucelli has reviewed the design development estimates and agree that the scope is well defined. Silver Petrucelli requested a list of value engineering items which need to be implemented within the design documents.

The Department of Public Health (DPH) Drinking Water Section has received information about the proposed reactivation of Public Water System CT 0419023 with two new wells, new atmospheric tank, transfer pumps and hydro-pneumatic tanks to serve East Haddam Municipal Office Complex. They are requiring the submission of a General Permit Application and Well Site Suitability Certification Application forms.

From an environmental standpoint, any earth excavation from the site; will need to be tested so that the site contractor would know how to classify it when it is shipped off site. As a part of the bid documents, an environmental report of the existing soil will be necessary. Fuss and O'Neil will be contacted to review historical reports and determine additional soil and hazmat testing requirements so they may be added to the budget. Fuss and O'Neill will need to add tank removal to their report.

Mr. Mansfield reviewed a letter from Otis Elevator. The elevator has been tested, is up to date and is usable for the project. The elevator is in need of cosmetic upgrades. It was noted using a different vendor for the upgrade would void Otis Elevator's contract. Silver Petrucelli will work with Ron Turner to write up a scope of work for the elevators.

Mr. Blaschik requested investigating the cost to re-use of the existing well; noting it had a history of no failures, sufficient water quality, provided ample water for the school, and had already been tested regularly without failures. A section of the building where the current well is located will be open when the Ray section is demolished. Mr. Blaschik suggested it may cost less than the current plan to drill a new well, with a 4 foot ditch through a septic field, down to the ballfields. This would require an additional well design and DPH submittal. Mr. Mansfield suggested discussions with the well installers as to the feasibility of using the current well as a viable option. The current well will be turned on for temporary construction. It was turned off because the heat was turned off.

Mr. Smith questioned if the ceiling could support the air handlers. Mr. Stein replied yes.

A specialist will visit the site by December 1<sup>st</sup> to provide a report on how best to preserve the Murals.

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Committee members are reviewing the design documents and will provide comments before the construction documents are complete. There will be no programmatic changes to the plans. Mr. Howat offered to compile committee member comments onto a constructability form. All comments should be compiled by December 1<sup>st</sup>. Downes Construction will provide a constructability review list.

Mr. Stein stated the USDA did not want alternates, because they feel it is complicated. The USDA prefers a lump sum bid where there is one bidder. The USDA requires that the alternates are numbered in sequential order of importance because it prevents manipulation of bids by contractors.

Silver Petrucelli has reviewed Mr. Ventres's letter and is addressing the comments and recommendations. In addition, a lighting plan was requested and there is concern regarding the metal garage. The metal garage was chosen for its cost savings. Additional landscape plantings and fencing around the garage will be investigated.

Mr. Blaschik requested figure comparisons for the interior floor finishes for the different locations of the building. Mr. Blaschik stated he liked what was presented by Silver Petrucelli and wanted to know the savings associated with one kind of interior finishes versus what was originally presented.

Mr. Smith questioned if the 2x2 ceiling grid and lighting was more cost efficient than 2x4. This item will be investigated.

### **B. Downes Construction**

Downes Construction reviewed and discussed the following document. It is filed at the Selectman's Office:

-Downes Construction Company Memorandum dated November 14, 2016 follow-up to the East Haddam Building Committee meeting on Thursday, November 10, 2016 including documents, qualifications, allowances and questions/potential value management.

Mr. Stein recommended a prefabricated vault. The manufacturer would certify the vault.

A public hearing with the Planning and Zoning Commission is scheduled for November 22, 2016 at 8 p.m.

Committee members reviewed and discussed the following questions/potential value management items:

1. Concrete Curbs – *hold*.
  - a. *Revise all concrete curbs to asphalt – hold*
  - b. *Eliminate concrete curbs at SW entrance and N side of new parking area – hold*
  - c. *Same as 1.b and change all remaining curbs to asphalt – hold*
2. Conservation Mix – *Need to confirm areas of seeding and conservation mix.*

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3. Doors 8'0" Tall – *Change ALL 8'0" doors to 7'0" – DEDUCT \$7,000-hold.*
4. Flooring – Different Floor Types – Review options to present to committee.
5. Lower Level Bathroom Facilities. Review options of using existing bathrooms.
6. Wainscot & Wood Trim – *Revise wainscot to gypsum wall with painted chair rail and wood trim (squares). We are working on this deduct. – DEDUCT \$70,000-accepted.*
7. Steel Edging @ RipRap and Stone Edging – *DEDUCT \$14,600-accepted.*
8. Vault – review manufacturers.
9. Masonry – Remove PCB's and Rebuild Wall – *If NOT required – DEDUCT \$100,000-Additional information is needed from Fuss and O'Neill.*
10. R&D Polluted/Contaminated Soils – *If NOT required – DEDUCT \$50,000-Additional information is needed from Fuss and O'Neill.*
11. DEEP Storm water Pollution Control Permit – *No.*
12. Subfloor Preparation for "1923" Building – *Downes will remove some areas of flooring to see the subfloor conditions. Needs further investigation.*
13. Commissioning Agent – *Yes there will be an Agent.*
14. Master Clock/PA System – *DEDUCT \$28,053. Yes.*
15. *NEW – Eliminate line item in Electrical for Lightning Protection – DEDUCT \$15,000-No.*
16. *NEW – Revise scope for entry bollard lights and flagpole lighting. Present DD budget includes approximately \$15,000. No.*
17. *NEW – Electrical drawings call for scoreboard "ETR". We have a line item in the Electrical for \$15,000. This should be to inspect the wiring and replace if necessary. Score boards are to demolished.*
18. *NEW – Eliminate brick façade at stairs and ramps except at front entrance. Finish will be rubbed concrete. DEDUCT \$18,000. Yes.*
19. *NEW – Revised Site & Building Lighting (exterior) – NOTE: There is a line item in the site "Site Lighting" for \$30,000 that will cover the cost of the additional lighting. Yes.*

The contract CM contingency and design estimate will need to be separated out.

Downes Construction will need to add Fuss and O'Neill's testing results. Geotechnical borings will be performed after excavation to avoid a driller from coming twice. This will have to work in conjunction with the paving excavator. It may not be a part of the bid package but be included as an allowance. Downes Construction feels having borings performed before bidding, may be more beneficial for site contractors to review a geotechnical report.

Downes Construction's documentation is ready for the project to go out to bid the beginning of December. In order for the project to stay on schedule the USDA document approval is necessary. Committee members are concerned that USDA funding may delay the project. A representative from the USDA may be invited to a future meeting. Mrs. Varrichio will be contacted to review other funding options.

**D. Subcommittee Update**

There was nothing new.

**E. Public Relations**

There was nothing new.

**F. Bills and Invoices**

There were none.

**G. Approval of 2017 Schedule of Meetings**

**Motion by Mr. Blaschik to approve the 2017 Schedule of Meetings as presented.**

**Second by Mr. Barlow and unanimously passed.**

**5. General Discussion**

The committee will present an Informational Meeting on January 12<sup>th</sup> at 7:30. The committee will have their regular meeting that night at 6 p.m.

**6. Next Meeting**

**A. December 8, 2016**

The next meeting will be December 8, 2016 at 7 p.m. at the Grange.

**7. Audience of Citizens**

Mr. Gelston questioned the intended function of the converted building. He asked for a layout. Mr. Mansfield replied these items were filed with the meeting minutes at the Selectman's Office. Responsive to a question by Mr. Gelston, square footage was reviewed. Mr. Gelston questioned the intended use of the gymnasium. Mr. Mansfield replied the major use would be for park and recreational functions. The stage will be created so it may be used as a stage. The stage lighting for performances is not being updated but the current lighting is staying. Mr. Gelston questioned when the plans would be brought to the State for a code review. Mr. Stein replied the State did not approve the plans, that the local officials would review the plans. Mr. Gelston stated he anticipated the gymnasium with a stage would have great interest to the town and that he could see a lot of people occupying the gymnasium. Mr. Gelston questioned if there was sufficient rest rooms to handle the gymnasium usage to which Mr. Stein replied yes, that the restroom count was based on an assembly, based on code and square footage requirements per person. The Town's local Official has already approved it. Mr. Gelston questioned the total approved budget for the project. Mr. Mansfield replied \$15,000,000, including FF & E. Mr. Gelston questioned the budget for furnishings. Mr. Mansfield replied there was an allowance in the FF & E and that there had been furnishings which had been donated. Mr. Gelston questioned what the demolition and construction contingency dollar amount was. Mr. Mansfield replied 7 ½% total project based on the Design Documents. Mr. Gelston questioned how much money had been invoiced to date for the project. He was referred to Mrs. Varrichio. Mr. Gelston questioned if the mural was budgeted into the project to which Mr. Blaschik replied yes \$20,000 to protect it in place. A specialist will review the mural.

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Ms. Riling discouraged the discussions of rumors by the committee. Ms. Riling questioned if there would be liability to have community help to clean out the building. Mr. Mansfield replied that would be asked of the Insurance provider. Ms. Riling questioned if there was a contingency plan for weather. Mr. Mansfield replied yes. Ms. Riling questioned if there was a plan for competing resources with construction companies. Mr. Mansfield replied yes, that Silver Petrucelli and Downes Construction were hired for that purpose. Mr. Stein stated the entire project would have a 100% material and labor performance bond. Responsive to a question by Ms. Riling, Mr. Mansfield replied not all building assessments were complete.

### **8. Adjournment**

**Motion by Mr. Blaschik at 9:02 p.m. to adjourn. Seconded by Mr. Smith and unanimously passed.**

Respectfully submitted;

Edward C. Blaschik  
Secretary