

Municipal Office Building Committee, Town of East Haddam

Town of East Haddam  
Municipal Office Building Committee  
January 12, 2017  
Adopted January 26, 2017

**1. CALL TO ORDER**

The Regular Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, January 12, 2017 at 6:05 p.m. at the Grange.

**2. ATTENDANCE AND APPOINTMENT OF ALTERNATE(S)**

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

Absent Member(s): Daniel Alexander, Tiffany Quinn (P&R), and Sue Link (BOS).

Other(s) First Selectman Emmett Lyman, Paul Wojtowicz, Scott Scholl, and Thomas Romagnoli (Downes Construction), David Stein (Silver Petrucelli), Ron Turner (Facilities Director), Cindy Varricchio (Finance Director), Randy Dill, Linda Zemienieski, Denise Dill, Terri Dickinson, Charlie Dickinson (recorded the meeting with a digital camera), Charlene Rilings, and Ruth Ziobron (Recording Secretary).

Al Howat's appointment of full member to the committee was approved at the Selectman's meeting.

**3. APPROVAL OF MEETING MINUTES**

**A. December 22, 2016**

**Motion by Mr. Blaschik to approve the December 22, 2016 meeting minutes as presented. Second by Mr. Smith and unanimously passed.**

**B. January 5, 2017**

**Motion by Mr. Blaschik to approve the January 5, 2017 meeting minutes as presented. Second by Mr. Smith.**

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

**Oppose: None**

**Abstain: Dill, Howat**

**Motion passed.**

**4. OLD BUSINESS**

**A. Silver Petrucelli & Associates**

Mr. Stein will be sending a set of plans to USDA. The USDA has reviewed Downes Construction's contract and has given permission to proceed to bid and execution of contract. Because the contract is a CM at Risk agreement, the USDA does not need to review all the contracts.

Silver Petrucelli has 98% of the plans ready for peer review and to go out to bid. Mr. Stein suggested separate allowance as a part of the GMP/budget item for the well design.

Mr. Stein suggested having a special meeting to review the well design and application process.

**B. Downes Construction**

Mr. Wojtowicz met with Jared Smith-Fuss and O'Neill to review and revise the contract dated November 21, 2016. Mr. Wojtowicz reported changes had reduced costs and the contract fees. Fuss and O'Neill's contract will be sent to the USDA for approval.

Advanced Reprographics will be used to supply contractors with bid documents. A hard copy set will be made available at the Selectman's Office.

Downes Construction will reach out to local contractors to answer questions and review bid requirements.

**C. USDA-nothing new.**

**D. Subcommittee Update-nothing new**

**E. Public Relations**

Mr. Mansfield published an article in the January 12, 2017 East Haddam News.

**F. Bills and Invoices-There were none.**

**G. 2017 Schedule**

The Grange is not available November 16, 2017.

**Motion by Mr. Blaschik to change the location of the November 16, 2017 meeting to the Middle School. Second by Mr. Parker and unanimously passed.**

**H. Public Information Meeting Review**

Committee Members prepared for the Public Information meeting.

**5. GENERAL DISCUSSION**

**Motion by Mr. Smith to approve the Fuss & O'Neill agreement for construction administration and project monitoring in the amount of \$68,470.00 pending USDA approval. Second by Mr. Howat and unanimously passed.**

**6. NEXT MEETING**

**A. January 26, 2017**

The next scheduled meeting is Thursday, January 26, 2016 at 7 p.m. at the Grange.

**7. Audience of Citizens- There was none.**

**8. ADJOURNMENT**

**Motion by Mr. Dill at 6:49 p.m. to adjourn. Seconded by Mr. Blaschik and unanimously passed.**

Respectfully submitted;

Edward C. Blaschik  
Secretary