

Town of East Haddam  
Municipal Office Building Committee  
Space Planning Sub-Committee  
April 14, 2016

**1. CALL TO ORDER**

The Space Planning Sub-Committee Meeting was called to order on Thursday, April 14, 2016 at 6:00 p.m. at the Grange Hall.

**2. Attendance**

Space Planning Sub-Committee attendance: Erik Dill, Roy Parker, Edward Blaschik, Chuck Smith and Craig Mansfield.

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

**3. Review questionnaire & Preliminary Floor Plans w/Jared Magoon-Silver/Petrucci**

Mr. Magoon presented preliminary conceptual drawings. Committee members are investigating the purchase of reusable furniture, mountable walls, IT suite and approximately 50 cubicle suites which were installed in an abandoned building around May of 2015. This could reduce the FF&E expenses. Ad alternates were discussed. Reductions in space requests will be necessary to fit all services in the available footprint space and for the project to stay within budget. Committee members requested Silver/Petrucci to validate space need requests. Silver/Petrucci will schedule meetings with Department heads to inventory and review space need requests.

**4. Adjournment**

The subcommittee adjourned at 6:52 p.m.

Respectfully submitted;

Erik Dill  
Secretary