

Municipal Office Building Committee, Town of East Haddam

Town of East Haddam
Municipal Office Building Committee
June 30, 2016
Adopted July 14, 2016

1. CALL TO ORDER

The Special Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, June 30, 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, Roy Parker, Vincent Garofalo, Chuck Smith, and Erik Dill.

Absent Member(s): Daniel Alexander, Phil Barlow, Karen Conover, Tiffany Quinn-Parks and Rec Liaison, Tracey Gionta-BOE and Sue Link-BOS-Liaison.

Other(s): Denise Dill-Town of East Haddam Tax Collector, and Ruth Ziobron-Recording Secretary.

3. Approval of Meeting Minutes

A. June 23, 2016

Motion by Mr. Blaschik to approve the June 23, 2016 meeting minutes with the following change:

-page 2, change “3 local townspeople” to “2 local townspeople”.

Second by Mr. Smith and unanimously passed.

4. Old Business

A. Silver Petrucelli & Associates

-FF & E inventory and repurpose discussion

Mr. Mansfield distributed and discussed the following document: OFI quote dated 6/27/2016 to move furniture from Cheshire to East Haddam. It is filed at the Selectman's Office.

\$32,625.00 would be necessary to move approximately (66) 6 x 8 stations, 1-2 conference rooms, approximately 200 chairs, 15-20 files, 14 wall mounted private offices, floor to ceiling walls, 20 rolls of ram board (to protect the gymnasium floor), electrical, IT room disc. Misc A/V equipment, remove monitors from the wall, disconnect 14 offices, 1 horn and 1 strobe, 6 thermostats, 10 power poles, data to be coiled above ceiling, electrical to be cut, capped and made safe and inventory furniture for future usage. The quote also included estimated monthly storage and moving into the municipal office but ultimately committee members decided to store the furniture on site to save on these expenses. A majority of the furniture has never been used.

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Mr. Mansfield noted the project would not need 66 work stations however parts from the remainder would be necessary. The project drawings by Silver Petrucelli would include the usage of the work stations. Committee members reviewed pictures of the items. Where these items would be stored on site would be discussed with the Construction Manager. Installation would be a part of the construction budget. These expenses would be paid by Silver Petrucelli and be a reimbursable to the project with a 10% markup.

Motion by Mr. Garofalo to hire OFI thru Silver Petrucelli in the amount of \$32,625.00 plus Silver Petrucelli's markup of 10% to dismantle and remove furniture as quoted and relocate it to the municipal office. Second by Mr. Blaschik and unanimously passed.

B. USDA

Mr. Mansfield has sent USDA updates/documentation for the project explaining how the Construction Manager was selected, RFP/RFQ documentation, listing of people responding and recommendation letters.

C. Subcommittee Update

The Space Planning Subcommittee will meet July 14, 2016 at 6 p.m.

D. Bills and Invoices

There were none.

5. General Discussion

Mr. Mansfield informed the committee that the Town's Attorney was the same as Downes Construction's attorney. Mr. Mansfield noted the Town Attorney had already written the General Conditions and the AIA contract as a part of the bid package before Downes Construction was selected by the committee. The Town Attorney would represent both firms and would not be available to negotiate anything in the General Conditions or the AIA contracts for either party. If construction negotiations are necessary, the Town would be responsible for hiring a different attorney. Mr. Dill questioned if our Town Attorney had an associate at his firm who could represent the Town in his place. It was noted that the Elementary School building project's Attorney represented the town as well as the hired Construction Company for the project. Committee members decided to proceed and see how the contract negotiations went, noting that Downes Construction's contract had not been signed and if there was a difference of opinions on contract language; committee members could choose a different construction company or hire a different attorney. The subcommittee will review the AIA contract and forward their edits to the Town Attorney. Committee members will review alternate attorney representation in the event further representation is necessary.

Motion by Mr. Smith to continue forward with working to negotiate the agreement between the town and Downes Construction with the assistance of Alfred DiVincentis-Town Attorney from Halloran and Sage, should at any point

**the committee feel that a conflict exists, further evaluation would be made.
Second by Mr. Garofalo and unanimously passed.**

6. Next Meeting

A. July 14, 2016

The next scheduled meeting is July 14, 2016.

7. Audience of Citizens

There was none.

8. Adjournment

**Motion by Mr. Garofalo at 7:58 p.m. to adjourn. Seconded by Mr. Smith and
unanimously passed.**

Respectfully submitted;

Edward C. Blaschik
Secretary