

Municipal Office Building Committee, Town of East Haddam

Town of East Haddam
Municipal Office Building Committee
July 21, 2016
Adopted August 11, 2016

1. CALL TO ORDER

The Special Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, July 21, 2016, at 6:06 p.m. at the Nathan Hale Ray Middle School Library.

2. Attendance and Appointment of Alternate(s)

Municipal Office Building Committee Members: Craig Mansfield, Edward Blaschik, Roy Parker, Daniel Alexander, Phil Barlow, Vincent Garofalo, Chuck Smith, and Erik Dill.

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

Other(s): Emmett Lyman-First Selectman, Jason Ferrisi-Silver/Petrucelli, Paul Wojtowicz-Downes Construction Company and Ruth Ziobron-Recording Secretary.

3. Approval of Meeting Minutes

A. July 14, 2016

Motion by Mr. Blaschik to approve the July 14, 2016 meeting minutes. Second by Mr. Barlow and unanimously passed.

It was noted that Mrs. Denette had requested the inclusion of a separate door to the vault to access the restricted files as well as a shared area near the Town Clerk's office for a copier, mail machines etc. during the Space Planning Sub-Committee July 14, 2016 meeting. Her requests were not to be included in the Committee member's requests to Silver/Petrucelli (because of costs and logistics) for editing to the floor plans and were removed from the minutes.

4. Old Business

A. Silver Petrucelli & Associates

Mr. Ferrisi reported the project would require a site plan approval by the committee and special exemption hearing with the Planning and Zoning Commission. Further site investigations will be necessary. Silver Petrucelli would have 75% design development documents for the site by September 15th. The site plan and special exemption would be submitted into the Planning and Zoning Department by October 10th prior to their October 11th meeting for acceptance so the project could go to hearing on November 8th. Mr. Wojtowicz stated this would not affect the project timeline. Mr. Wojtowicz will be working on budgeting and getting the documents ready to go out to bid during this time. Mr. Wojtowicz intends to complete the budget by the end of the year and mobilize at the beginning of 2017.

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Mr. Mansfield requested Silver Petrucelli and Downes construction to present combined schedules to the committee.

Mr. Ferrisi distributed and discussed the following with edits from the July 14, 2016 Space Planning Subcommittee meeting. It is filed at the Selectman's Office:
-Nathan Hale-Ray Middle School Conversion, East Haddam Town Hall,
Silver/Petrucelli + Associates Floor Plan-Lower Level, Upper Level, Vehicle Storage Building, Schematic Site Plan and Square Foot allocations by departments.

The vestibule addition near the resident state trooper was able to be pulled into the building.

An additional room near the Town Clerk's Office for copiers and a mail machine was not added. It was noted there would be custodial staff which could pick up and drop off mail. A second vault door was not added to the plans because the cost would be at least \$10,000 and would eliminate usable space. The security concern will be addressed by the addition of hardware to the inside vault door, so there would be an automatic closer on the door. There would also be a card key security access for efficient entry. Mr. Mansfield suggested a public viewing monitor inside the vault so the Town Clerk could view from her desk.

An ATM space was located near the front entrance. Additional Park and Rec storage will be added. There was discussion regarding custodial storage being located in the basement with a small room for a sink and bucket storage on the main level.

It was noted the three sets of restrooms were necessary based on occupancy requirements.

Mr. Blaschik questioned why the double doors of the gymnasium were changed in the plans to a single door. Mr. Ferrisi will review and report at the next meeting. Mr. Blaschik stated that on the south façade of the building exit doors, which used to come out of the classrooms were gone; and questioned how it would affect the (original brick) façade appearance. Mr. Ferrisi stated they would pay attention to the architectural details and incorporate them into the schematic design. Mr. Blaschik questioned if at the front of the building where the Selectman and Superintendent's office would be located, if there was a plan to redo the brick stairway/entryway to which Mr. Ferrisi replied affirmatively.

Mr. Parker requested that the front gable stain glass windows on the roof (near the file room/Director's Office) be preserved on the design documents and potentially be lit from behind.

Car seat and fertilizer storage will be removed from the garage schematic plans and be replaced with additional vehicle storage.

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Mr. Barlow requested further investigation as to if another topographical survey was necessary.

Mr. Parker questioned if the big maple tree near the flag would be removed to which Mr. Ferrisi replied the front entry plans were still being developed.

The Community Garden will be removed from the schematic designs because they have been given a plot at the Harris Property.

B. Downes Construction

Mr. Mansfield distributed the following document with edits from the July 14, 2016 meeting. It is filed at the Selectman's Office:

-AIA Document A133-2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor, dated July 11, 2016.

Downes Construction will provide mentoring to local businesses wanting to apply for work on the project.

The murals will be documented and preserved during the project by a hired conservator. A committee member will be present when the murals are documented.

Sales tax exemptions and use of local contractors will be added to the documents.

Motion by Mr. Smith to approve AIA Document A133-2009 Standard Form. Second by Mr. Barlow and unanimously passed.

Motion by Mr. Barlow to approve AIA Document A201-2007 General Conditions. Second by Mr. Garofalo and unanimously passed.

C. USDA

The approved AIA documents will be mailed to the USDA.

D. Subcommittee Update

There was nothing new to add.

E. Bills and Invoices

There were none

5. General Discussion

A committee member had been forwarded a letter from an anonymous person. It is dated July 18, 2016, addressed to the Municipal Office Building Committee by Bryan Perry and Brian Reas stating the Board of Education's space needs are not being met in the schematic designs. The letter expressed concern that the space allocated to the Central Office/BOE was not large enough to accommodate their needs, noting the move would eliminate a conference room, work room and office space.

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Committee members noted there was a meeting room that would be dedicated during the day (Monday – Friday) in the design for the BOE. The letter stated that having a shared workspace down the hall would require additional staff to be added to the Central Office. The letter also stated the staff office space as designed was not large enough to handle all the BOE's confidential files which needed to be accessed on a regular basis. The letter ascertained the necessity to double the BOE staff to accommodate their proposed office space, noting it would be more advantageous to keep the Central Office at 26 Plains Road rather than to move to the space which clearly was not appropriately arranged for the BOE's needs. The letter requests a dedicated conference and work room and within close proximity to the BOE offices.

Committee members noted, Mr. Perry had attended the July 14th Space Planning meeting and did not comment on the design to the committee. Mr. Parker noted he had received an email from Bryan Perry during the July 14, 2016 meeting at 7:06 p.m. requesting a small conference room for the Central Office so they would not be tied to sharing space with other departments. Mr. Parker had replied across the hall from the Superintendent's Office was a large meeting room for Town and BOE use that would be able to be divided in half and asked if it was sufficient. Mr. Perry had not replied to Mr. Parker's email.

Silver Petrucelli will develop a current/existing verses proposed square foot area for all departments.

It was noted that the project was not mandated by square footage and the BOE Offices were not State Statute for square foot space needs or reimbursable. Putting the BOE in the municipal office space would negate the monthly rental at Plains Road at a cost savings to the town.

Mr. Mansfield noted the Finance Director and Facilities Director Offices are both part of shared services and should be included in the SQ footage for the BOE Space. Mr. Mansfield stated that the meetings are open and the BOE has representation on the committee. Mr. Mansfield also noted that the committee has limited amount of space and money and we need to make sure that all areas have adequate space but we know as a committee we will not be able to meet all departments full request. Committee members would like the BOE to attend a Municipal Office Building Committee meeting to address their space needs and concerns.

The Committee requested Silver Petrucelli to schedule meetings with departments to review the floor plans before the next scheduled meeting.

6. Next Meeting

A. July 28, 2016

Motion by Mr. Blaschik to cancel the July 28, 2016 Municipal Office Building Committee meeting. Second by Mr. Dill and unanimously passed.

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The next scheduled meeting will be August 11, 2016 at 7 p.m. at the Grange.

7. Audience of Citizens

There was none

8. Adjournment

Motion by Mr. Blaschik at 7:49 p.m. to adjourn. Seconded by Mr. Smith and unanimously passed.

Respectfully submitted;

Edward C. Blaschik
Secretary