

Municipal Office Building Committee, Town of East Haddam

Town of East Haddam  
Municipal Office Building Committee  
March 23, 2017  
DRAFT

**1. CALL TO ORDER**

The Regular Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, March 23, 2017 at 7:00 p.m. at the Town Grange.

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

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

Absent Member(s): Harvey Thomas, and Tiffany Quinn (P&R).

Other(s) First Selectman Emmett Lyman, Thomas Romagnoli and Scott Scholl (Downes Construction), David Stein (Silver Petrucelli), Ron Turner-Facilities Director, , Terri Dickinson (recorded with a digital camera), Todd Gelston (arrived 7:11 p.m.) Dave Denette, Deb Denette (Town Clerk), Denise Dill and Ruth Ziobron (Recording Secretary).

Mr. Mansfield welcomed Charlie Dickinson and Maryjane Malavasi as alternate members to the committee.

**3. APPROVAL OF MEETING MINUTES**

**A. March 9, 2017**

**Motion by Mr. Blaschik to approve the March 9, 2017 meeting minutes as presented.**

**Second by Mr. Smith.**

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

**Oppose: none**

**Abstain: Dill, Barlow, Howat**

**Motion passed.**

**4. OLD BUSINESS**

**A. Silver Petrucelli & Associates**

Mr. Stein reviewed bidding and RFI requests. Chris Till, Well Engineer has submitted the well report to the State. One well is up and running.

**B. Downes Construction**

Mr. Scholl discussed the bid/mobilize schedule for Phase 1 and Phase 2.

Phase 1

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- Pre-installation meeting held with Niram and Anderson Electric on 3/22/17. Mobilization will start next week along with assembling containments and selective demolition.
- Temporary Fence is currently being installed.
- HVAC Submittals have been received and will be processed for review.

### Phase 2

- Partial Phase 2 bids were received today and are under review. Balance of Phase 2 bids will be received next week. Forthcoming Addendum.
- Scope Review and GMP Preparation 3/25-4/6.
- Submit Phase 2 GMP Building Committee Approval 4/13.
- Submit Phase 2 GMP to USDA 4/15.
- Anticipate 2 weeks for USDA-Approval.
- Target May 8<sup>th</sup> for Phase 2 Mobilization.

There has been a one week adjustment to Phase 2. The committee will approve the phase 2 GMP on April 20<sup>th</sup> at 6 p.m. Drafts will be provided beforehand. The approved Phase 2 GMP will be submitted to the USDA on April 21<sup>st</sup>.

There will be subcontractor meetings on Tuesdays at 9 a.m. Owner's meetings will be held on Thursdays at 5:30 p.m.

Mr. Parker requested that the raised lettering above the Ray section doors (reads "The Ray School") be saved. Mr. Scholl reviewed with the committee items which would be saved before construction.

**C. USDA-nothing new**

**D. Bills and Invoices**

**Motion by Mr. Blaschik to approve Silver Petrucelli & Associates invoice #17-411 in the amount of \$6,000. Second by Mr. Howat and unanimously approved.**

**Motion by Mr. Blaschik to approve Downes Construction's invoice for \$54,616.25. Second by Mr. Howat and unanimously passed.**

## **5. GENERAL DISCUSSION**

Mr. Mansfield reviewed the public hearing regarding tree removal. All tree removals for the project were approved by the tree warden.

Mr. Mansfield will be publishing a ground breaking article in the East Haddam News and Events Magazine.

Mr. Scholl reviewed the Phase 2 New Municipal Facility Local Business Ordinance being facilitated throughout the project. Sample documentation is filed at the Selectman's Office.

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All first tiered bidders rewarded their job are required to review and provide Downes Construction their good faith effort to work with local businesses.

Mr. Mansfield suggested a fundraiser with the old bricks or engraving of pavers for a sidewalk or wall.

Mr. Dill will be providing a standing project total at every meeting for committee review.

Mr. Stein informed the committee that the Tax Collector's corridor egress door plan documents had been presented to the Fire Marshall and Building Inspector.

Responsive to a question by Mr. Dickinson, Mr. Mansfield replied well pump specifications were proposed based on water flow requirements. Mr. Dickinson asked when the water would be tested. Mr. Mansfield replied it needed to run for a few weeks to clear out the sediment, and then it would be tested. Mr. Dickinson questioned who the system operator would be. Mr. Mansfield replied Aqua Pump. Mr. Dickinson questioned if the wells were in the budget. Mr. Mansfield replied currently there was an allowance of \$200,000. The allowance was originally for the drilling of 2 new wells. Using the existing wells and use of the existing pumps should reduce this figure.

### **6. NEXT MEETING**

#### **A. April 6, 2017**

**Motion by Mr. Blaschik to cancel the April 6, 2017 meeting. Second by Mr. Barlow and unanimously passed.**

**Motion by Mr. Blaschik to schedule a special meeting on April 20, 2017 at 6 p.m. Second by Mr. Smith and unanimously passed.**

### **7. Audience of Citizens**

Mrs. Denette provided the committee with edits to the Town Clerk's Office from Cathy Mackeover-State Library Department.

Mr. Gelston supported the Town Clerk's requests.

### **8. ADJOURNMENT**

**Motion by Mr. Blaschik at 8:03 p.m. to adjourn. Seconded by Mr. Howat and unanimously passed.**

Respectfully submitted;

Edward C. Blaschik  
Secretary