

Municipal Office Building Committee, Town of East Haddam

Town of East Haddam  
Municipal Office Building Committee  
August 10, 2017  
DRAFT

**1. CALL TO ORDER**

The Regular Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, August 10, 2017 at 7:00 p.m. at the Grange.

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

Municipal Office Building Committee Members: Craig Mansfield, Edward Blaschik, Roy Parker, Al Howat, Chuck Smith, Erik Dill, Phil Barlow (arrived 7:07 p.m.), and Charlie Dickinson.

Absent Member(s): Maryjane Malavasi, Harvey Thomas, Tracey Gionta (BOE), Tiffany Quinn (P&R), Jim Ventres (Land Use Administrator), and Sue Link (BOS).

Other(s) First Selectman Emmett Lyman, Paul Jorgensen (Silver Petrucelli), Scott Scholl and Tom Romagnoli (Downes Construction), Ron Turner, Denise Dill, Terri Dickinson, Vinny Garofalo (Building Official), Irene Haines (arrived 7:03) and Ruth Ziobron.

Mr. Dickinson was seated for Mr. Barlow until his arrival.

**3. APPROVAL OF MEETING MINUTES**

**A. July 26, 2017**

**Motion by Mr. Blaschik, second by Mr. Howat to approve the July 26, 2017 meeting minutes as presented.**

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

**Oppose: None**

**Abstain: Dickinson**

**Motion passed.**

**B. July 22, 2017**

**Motion by Mr. Blaschik, second by Mr. Howat to approve the July 22 meeting minutes as presented.**

**Favor: Mansfield, Parker, Howat, Smith, Dill**

**Oppose: None**

**Abstain: Dickinson, Blaschik**

**Motion passed.**

**C. July 13, 2017**

**Motion by Mr. Blaschik, second by Mr. Howat to approve the July 13, 2017 meeting minutes as amended.**

-page 3, 1<sup>st</sup> paragraph, second to last line, beginning of sentence, replace "A" with "This".

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

**Oppose: None**

**Abstain: Dickinson**

**Motion passed.**

**4. OLD BUSINESS**

**A. Silver Petrucelli & Associates**

Mr. Jorgensen reported the following:

-Final quotes for the demountable partition vendors have been received and the contractor will be brought on to work with Downes to insure coordination of the MEP and the furniture.

-Structural supports for the mechanical rooftop units are being reviewed with Downes Construction.

-Final design for the septic injector pumps are being reviewed with the civil engineer.

Mr. Dill reviewed a meeting with the Town Clerk's office. There was concern with the location of the ADA counter top. Mr. Dill stated he had explained to Mrs. Denette that redesign at this point of the project was unlikely if it would result in additional cost or delays. Mr. Dill reviewed the plans with the committee. Mr. Mansfield and Mr. Jorgenson stated the current plans had been revised once already and the revised plans including the ADA countertop had been reviewed and approved by Mrs. Denette. Mr. Dill stated he was unaware that Mrs. Denette had approved the revised plans. Mr. Jorgenson stated he was surprised that Mrs. Denette had further changes. He stated changes now would cause a 2-3 week delay in the approval of the millwork package, and at additional cost for redesign. Mr. Jorgenson stated the electrical was coordinated with the desk locations. Mr. Dill noted it was important for staff to understand that there were no additional funds for changes. Mr. Mansfield stated originally there were two ADA desks in the front and one was moved to the back per Mrs. Denette's request. Mr. Blaschik stated he would be inclined to make a change if it was a major functionality issue in which the office works, but that this was not the case. Mr. Blaschik stated the location of the front ADA counter near the door was ideal for a person with a wheel chair because they could come in the door and be right at the desk.

**Motion by Mr. Parker to keep the office space of the Town Clerk plans dated 3/28/17 as presented. Second by Mr. Dill and unanimously passed.**

**B. Downes Construction**

The following document was reviewed and is filed at the Selectman's office.

-Downes Construction Company Committee Agenda for 8/10/17.

-Estimate for leasing 4 above ground tanks with Osterman Propane including labor, underground piping, underground risers and installation of a monitoring system at a total cost of \$0. Being a multi-year contract, it was noted this contract would require approval through the Board of Selectman.

**C. USDA**

There was a clerical error. Addendum #3 had been skipped. Mr. Mansfield stated the USDA requested an addendum #3.

**Motion by Mr. Blaschik to approve addendum #3 AIA Contract G802207 for Silver Petrucelli in the amount of \$0. Second by Mr. Parker and unanimously passed.**

**D. Bills and Invoices**

Mr. Jorgenson reviewed GeoInsight's invoice for additional geotechnical engineering services.

**Motion by Mr. Barlow to approve Silver Petrucelli's AIA document G802-2007 amendment number 5 in the not to exceed amount of \$2400 for GeoInsite. Second by Mr. Smith and unanimously passed.**

**5. GENERAL DISCUSSION**

**A. Plaque Inventory/Dedication**

Mr. Parker reported he met with Mr. Turner to review plaque inventory and locations. The wooden plaque may not be in good enough condition to reinstall. The subcommittee will determine the plaque locations. This is important to ensure the proper backing is in the wall for hanging the plaques. Mr. Scholl will work with the committee on the dedication plaque. Mr. Parker will invite the Veterans group to attend the next meeting to review the Wall of Honor.

Mr. Mansfield noted that the committee had not heard anymore from Candy Carle regarding her proposal from the Art League to display artwork. There had been a discussion about specific rails for hanging Art which is not included in the project budget and should be a town decision.

Mr. Parker stated the lights from the front of the building had been reviewed by restoration specialist and determined to be 1920's era and deemed worth salvaging at a cost of approximately \$400. Committee members agreed.

Mr. Mansfield reviewed 2 neighbor complaints related to vibration. Mr. Turner has contacted one neighbor and will contact the other soon. Mr. Scholl explained the complaints occurred during the topsoil screening process. Seismic testing was performed. The report should arrive tomorrow. Topsoil screening is finished.

Mr. Mansfield informed the committee there was a FOI request from the Foundation of Fair Contracting of Connecticut for certified payroll for approximately 5 contractors through Downes Construction. Mr. Mansfield stated this type of request was not uncommon and Mr. Scholl agreed.

Mr. Mansfield informed the committee there was a FOI request from committee member Charlie Dickinson to the Building Inspector's Office for dates of inspections. Mr. Dickinson stated the request was for items which had occurred before he was on the committee. Mr. Mansfield stated there were no inspections prior to Mr. Dickinson being seated on the committee. Mr. Mansfield stated he had all the inspection reports and dates and the first was in June. These inspections were reviewed with the group. Mr. Parker questioned if this was similar information which Mr. Gelston had requested at the last meeting to which Mr. Mansfield replied yes. Mr. Garofalo (Building Official) stated there was a log book which was dated and scanned into the file. Mr. Garofalo reviewed his inspection protocol.

Mr. Dickinson asked about water in the hallway near the old boiler room from the field report. Mr. Scholl replied there were open windows and rain water may enter the building. Once the building is fully enclosed, this will not be an issue. Mr. Scholl added there was temporary water running through the building, he had not seen leaks, but it was not uncommon.

Mr. Dickinson asked about water near the hand dug well from the field report. Mr. Scholl replied they were performing coring through the walls which required water.

Mr. Dickinson noted of staining on the underside of the roof in several spots near the wood structure. Mr. Scholl stated they had only seen one drain leak in the roofing area on the Ray portion which had been fixed. Temporary drains have been installed.

Mr. Dickinson resigned being a member of the committee due to new evening employment. He will send his resignation in writing to Mr. Mansfield. Mr. Mansfield stated the committee appreciated his time.

Mr. Dill questioned if the Fire Marshal had been contacted regarding the cabinet heights in the vault. Mr. Mansfield stated the same question was discussed at this evening's owner's meeting. Mr. Jorgensen stated the submittal was being reviewed by Silver Petrucelli at this time.

Mr. Mansfield's project update article will be sent to the East Haddam News.

## **6. NEXT MEETING**

### **A. August 24, 2017**

The next scheduled meeting is Thursday, August 24, 2017 at 7 p.m. at the Grange.

## **7. Audience of Citizens**

Mrs. Dickinson asked if the ADA station in the Town Clerk's office was for general town use or only for people needing a lower counter height. Mr. Jorgenson replied both. Mrs. Dickinson requested it to be moved away from the general area. She asked if a wheel chair located at the lower counter height would affect the flow and egress in the area. Mr. Jorgenson replied no it did not affect flow and egress in the area. Mr. Mansfield stated the location was out of the way of people being able to see personal information.

Mrs. Dickinson stated she had serious question about the furniture donor. She stated it was a public building funded with public funds and the town had not approved the purchase of the furniture and don't know where it came from. Mr. Mansfield stated the town has accepted private/unanimous donations before. Mr. Mansfield asked Selectman Lyman if there was need for approval for the donation at town meeting. This item will be reviewed by the Selectman.

## **8. ADJOURNMENT**

**Motion by Mr. Blaschik at 7:59 p.m. to adjourn. Seconded by Mr. Smith and unanimously passed.**

Respectfully submitted;

Edward C. Blaschik  
Secretary