

Municipal Office Building Committee, Town of East Haddam

Town of East Haddam
Municipal Office Building Committee
December 28, 2017
Adopted January 11, 2018

1. CALL TO ORDER

Mr. Mansfield called the regular meeting to order at 7:05 p.m. at the Town Grange.

2. ATTENDANCE AND APPOINTMENT OF ALTERNATE(S)

Municipal Office Building Committee Members: Craig Mansfield, Edward Blaschik, Chuck Smith, Roy Parker, Erik Dill, and Al Howat.

Absent Member(s): Maryjane Malavasi, Phil Barlow, Tracey Gionta (BOF), William DiCristofaro (BOF), Erik Anderson (BOE) Tiffany Quinn (P&R), and Jim Ventres (Land Use Administrator).

Other(s): First Selectman Emmett Lyman (BOS), Scott Scholl, David Stein (Silver Petrucelli) Ron Turner (Director of Operations), Denise Dill, and Ruth Ziobron (Recording Secretary).

3. APPROVAL OF MEETING MINUTES

A. December 14, 2017

Motion by Mr. Blaschik, second by Mr. Dill and unanimously passed to approve the December 14, 2017 meeting minutes as amended.

-page 3, last paragraph, strike "BSC sent notice that the seeding pasture date was expired and recommended reseeding in the spring as necessary" and replace with "The seeding was past the last date for seeding. BSC recommends reseeding in the spring if necessary."

4. OLD BUSINESS

A. Silver Petrucelli & Associates

Mr. Stein reported the following:

- Interscape demountable wall and furniture parts will arrive by the end of the month. Installation will be managed closely.
- Substantial completion is anticipated February 9th.
- The Fire Marshal's walk thru was reviewed.
- Plaque design and lettering was reviewed.

Mr. Blaschik requested a final proof from the plaque company be presented to the committee for final review.

Motion by Mr. Blaschik, second by Mr. Howat and unanimously passed to approve the final plaque layout as submitted by Silver Petrucelli.

Motion by Mr. Blaschik, second by Mr. Dill and unanimously passed to approve the final wording on the plaque.

There will be two exterior signs.

- The engraved rock at the driveway entrance "Municipal Offices, 1 Plains Road"
- A brick sign near the door. The side entering the building will read "Town of East Haddam". The side facing the door when exiting the building will have the Lion's Plaque.

Interior lettering was reviewed.

Motion by Mr. Smith, second by Mr. Howat and unanimously passed to approve the interior lettering "Town of East Haddam", "Town History" and "Wall of Honor".

Silver Petrucelli will provide the following at the next meeting:

- Directory design.
- Picture rail design for the Art League's picture displays in the big meeting room.
- Fire egress signage.

B. Downes Construction

The following documents were reviewed.

- Downes Building Committee Agenda for 12/28/17. An updated budget with allowances will be provided at the next meeting.

Mr. Mansfield noted that the Owner's Subcommittee had reviewed all change orders being discussed.

Mr. Mansfield asked when there would be power in the 120 outlets in the MDF room. Mr. Scholl will report back with a date. Mr. Mansfield stated there was cable and internet in the room needing power. Mr. Knittel will be contacted to integrate systems once power is available.

Mr. Scholl explained the State would not allow carpeting in the vault as originally designated on the plan documents. COP #165 for changing the flooring was presented but tabled. After discussion the committee agreed to move forward with a clear floor sealant.

Motion by Mr. Howat, second by Mr. Smith and unanimously passed to approve COP # 200- Shot Blast/Ardex area B existing concrete flooring in an amount not to exceed \$20,043.

Mr. Stein explained that the circuit panels were in the MDF and storage rooms. Emergency outlets would require more wiring. Silver Petrucelli recalculated the current design loading and determined 35 kW of space capacity on the 150kW generator (or 23% spare). Items included are emergency lighting, garage panel, Panel EMSA, sewage pump, rack receptors, well pumps, misc. receptors and heating equipment. Mr. Stein advised against adding additional loads to the generator. He suggested running some operational tests once the building was fully occupied to determine the exact spare load and safety factor. He stated adding a few more lights or receptacles beyond the recent request they would

not consider as a significant added load. He stated that he would not advise adding a whole panel of lights. He stated anything beyond what they had added would result in a new generator, new wiring and transfer switch, larger propane tanks, etc. He stated that oversizing a generator was not a common practice and that he did not recommend it because the generator needed to be sized closely to the connected loading, and was not attainable within the budget.

Mr. Howat suggested using some of the current circuits fed through the generator panel. Mr. Dill asked if the electrician had separated the circuits to begin with for generator power. Mr. Stein stated there was a proposal for one outlet per set area to be a dedicated outlet feed to the generator instead of making a switch to the panel. Mr. Mansfield stated it would be important to know the designated outlets so that items such as copiers are not plugged into the generator power outlets. Outlets connected to the generator will be marked and employees will be instructed to turn off appliances in the event of a power outage.

Motion by Mr. Howat, second by Mr. Dill to approve COP #203 for emergency outlets for a maximum amount of \$22,039 pending review by the electrical engineer for the most cost effective price.

Mr. Blaschik asked Silver Petrucelli to email committee members on the final emergency outlet plans for approval.

Motion passed unanimously.

C. **USDA**-Mr. Mansfield attended the monthly meeting. Everything is up to date.

D. **Bills and Invoices**

Motion by Mr. Howat, second by Mr. Parker and unanimously passed to pay Fuss & O'Neill's invoice 0016391 dated November 15, 2017 in the amount of \$1,880.

Motion by Mr. Blaschik, second by Mr. Howat and unanimously passed to pay the Osterman Propane invoice dated 12/1/17 in the amount of \$3,819.26.

Motion by Mr. Smith, second by Mr. Howat and unanimously passed to pay the Frontier communications invoice dated 12/27/17 in the amount of \$3,715.81.

Motion by Mr. Parker, second by Mr. Dill and unanimously passed to pay the HB invoice dated 12/18/17 in the amount of \$23,522.20.

5. GENERAL DISCUSSION

Attorney John Bennett is reviewing the Commissioning Contract. Consulting Engineering Services have started work.

A discussion was held related to the turnover date (1/18/18) of the facility by Downes to the committee. If the current turnover date is held, it would be necessary for the contractor to install some temporary doors because 6 doors came in incorrect and had to be shipped back. Mr. Howat asked if it would be at the contractor's expense. Mr. Scholl replied yes. Also, with the delay in parts, some of the furniture would not be completely installed and the flooring in the B section may not be complete based on the mitigation requirements.

Mr. Mansfield suggested that the substantial completion date be changed to February 9th. The committee and Downes had intentionally built in time between substantial completion and occupancy just for this reason. The Certificate of Occupancy would be issued on February 9th, which is still a week prior to the February 16th move in date.

Motion by Mr. Parker, second by Mr. Dill and unanimously passed to extend the substantial completion date to February 9, 2018.

Committee members agreed to have a grand opening ribbon cutting on May 12, 2018. Mr. Mansfield will complete a save the date article for the Town's Events Magazine.

The swale will be redesigned and Mr. Lyman will discuss with Ms. Lunt the work being completed by Public Works after the project is complete (cost savings).

There will be a Town Meeting to accept the furniture donation on Tuesday, January 30th at 8 p.m. (tentatively planned) at the Old Town Hall.

6. NEXT MEETING

A. January 11, 2018

The next meeting is scheduled for Thursday, January 11, 2018 p.m. at the Grange.

7. Audience of Citizens-none.

8. ADJOURNMENT

Motion by Mr. Blaschik at 8:31 p.m. to adjourn. Seconded by Mr. Parker and unanimously passed.

Respectfully submitted;

Edward C. Blaschik
Secretary