

**TOWN OF EAST HADDAM
MIDDLE SCHOOL CONVERSION COMMITTEE
August 30, 2010
SPECIAL MEETING
Adopted September 27, 2010**

Call to Order

The special meeting of the East Haddam Middle School Conversion Committee was called to order by Mrs. Malavasi on Monday, August 30, 2010 at @ 7:00 p.m. at the Town Annex.

Present: Mary Jane Malavasi, Sharon Wheeler, Ed Blaschik, Jim Ventres, Patricia Stricker, Melissa Ziobron and David Nelson (arrived at 7:20 p.m.).

Others Present: David Stein-Silver/Petrucelli and Associates, Al Howat –Newfield Construction and Ruth Ziobron.

Absent: Elizabeth Dillon, Bryan Perry, Alan Hanks, Chuck Smith, First Selectman Walter and Paul Maxwell.

Minutes – Approval of minutes from July 22, 2010 and August 12, 2010

Motion by Mr. Mansfield to approve the special meeting minutes of July 22, 2010 as corrected. Second by Mrs. Ziobron.
-spelling errors.

Favor: Malavasi, Blaschik, Ventres, Stricker, Ziobron
Oppose: None
Abstain: Wheeler

Motion passed.

Motion by Mr. Mansfield to approve the special meeting minutes of August 12, 2010 as presented. Second by Mrs. Ziobron.

Favor: Malavasi, Blaschik, Stricker,
Oppose: None
Abstain: Wheeler, Ziobron, Ventres

Motion passed.

Correspondence

There was none.

Invoice Approval

Committee members reviewed and discussed:

- invoice #10-898 dated 8-1-2010 in the amount of \$10,000;
- updated excel spread sheet of expenses to date.

Motion by Ms. Wheeler to approve invoice #10-898 dated 8-1-2010 in the amount of \$10,000. Second by Mr. Ventres and unanimously passed.

Public Comment

There was none.

Chairman's Report

Mrs. Malavasi welcomed Mr. Howat. The A1A Construction Contract is currently under review by the town attorney. Mrs. Stricker questioned how long it would take for the contract to be approved. Mrs. Malavasi replied the attorney had been asked to expedite approval of the contract.

Selectmen's Report

First Selectman Walter was unavailable to report.

Engineers' Report

Responsive to a question from Mrs. Malavasi, Mr. Ventres replied once the architectural drawings were complete, the project would be brought forward to the Planning and Zoning Commission for approval (September or October). Mr. Ventres stated Inland and Wetlands Commission approval was not necessary. Mr. Ventres reviewed the DPH well water reports. Mr. Stein noted the test geothermal well would determine the exact quantity of wells necessary which would determine the layout of the wells. Mr. Stein stated the Energy Grant would be applied for, once the Construction Manager was ready.

Mr. Stein submitted 95% complete plan documents to the committee. These plans have been uploaded to Newfield Construction.

The Space Needs Subcommittee will be responsible for furniture, Fixtures and Equipment (FF & E). Mrs. Ziobron stated she did not support brand new furniture throughout the building to which the committee agreed. The Space Needs Subcommittee will meet with Amanda from Silver/Petrucelli and Associates to review FF & E. Mrs. Stricker noted there would be expenses for moving into the new building which should be included in the bid documents.

a. Window review – Continued discussion

Committee members reviewed 5 window layouts for the Ray portion of the facility. It was decided to choose option #1/base option. Documents are filed at the Selectman's Office.

b. Security System design

Mr. Mansfield explained the importance of integrating the security system (card access system, burglar alarm system and closed circuit television). Mr. Mansfield suggested putting the security system out to bid as a package. Mrs. Ziobron voiced concern with having a vendor specifying particular products which only they can produce. Mr. Mansfield stated any system which went into the building would be nonproprietary. Mrs. Ziobron questioned who would be designing the system. Mr. Mansfield replied the committee in conjunction with the Architect and Construction Manager. Committee members briefly reviewed the security system. Mr. Mansfield noted the Emergency Management Grant would be used for some of the security system expenditures. Mr. Howat reminded committee members that all changes to the documents needed to be complete by October 1st.

Construction Manager Award Update

Mr. Howat reviewed and discussed a document titled "Preliminary Preconstruction Schedule Milestone Dates" dated August 26, 2010. This document is filed at the Selectman's Office. Responsive to a question by Mrs. Ziobron, Mr. Howat replied there would be pre-registration for local businesses sometime in the next 4 weeks. Mrs. Ziobron volunteered to help. FF&E, IT and Security design are pending for finalization of the drawings.

Subcommittee Reports

Inventory & Portable Removal Update

Mr. Ventres reported the portable removal letter went out today and that the recipient had 60 days to remove the portables (November 1st).

GovDeals is an ebay source which allows for listing of inventory such as chairs and lockers. Mrs. Stricker is waiting for finalization from the First Selectman so she can start taking pictures and writing descriptions of inventory to be listed. Mrs. Malavasi stated the committee had made a commitment to having the building empty prior to construction. Committee members set Columbus Day weekend as the deadline for total removal of the inventory.

STEAP Grant Application

There was no new information regarding the STEAP grant from the Finance Director.

Ms. Wheeler reported of solar panel opportunities for municipalities. Mr. Stein stated this would not need to be included in the plan documents at this time.

General Discussion

Responsive to a question by Mrs. Ziobron, Mr. Stein replied security would be a part of the bid documents. Mr. Howat briefly reviewed security on site during construction.

Contract proposals for rental of space are being reviewed by the Finance Director.

Public Comment

There was none.

Next Meeting Date – Regular meeting – September 13, 2010 7:00 PM-Annex

Adjournment

Motion by Ms. Wheeler to adjourn at @8:36 p.m. Second by Mrs. Ziobron and unanimously passed.

Respectfully Submitted;

E. Ruth Ziobron
Recording Secretary