

Municipal Office Building Committee, Town of East Haddam

Town of East Haddam  
Municipal Office Building Committee  
June 8, 2017  
Adopted June 22, 2017

**1. CALL TO ORDER**

The Regular Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, June 8, 2017 at 7:00 p.m. at the Grange.

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

Municipal Office Building Committee Members: Craig Mansfield, Phil Barlow, Roy Parker, Al Howat, Erik Dill, and Maryjane Malavasi.

Absent Member(s): Chuck Smith, Edward Blaschik, Charlie Dickinson, Harvey Thomas, Tracey Gionta (BOE), Tiffany Quinn (P&R), Jim Ventres (Land Use Administrator), and Sue Link (BOS).

Other(s) Scott Scholl (Downes Construction), Ron Turner (Facilities Director), Vincent Garofalo-Town Building Inspector (arrived 7:33 p.m.), Todd Gelston (arrived 7:09 p.m.) and Ruth Ziobron (Recording Secretary).

Mrs. Malavasi was seated for Mr. Smith.

**3. APPROVAL OF MEETING MINUTES**

**A. May 25, 2017**

**Motion by Mr. Howat to approve the May 25, 2017 meeting minutes as amended.**

**Second by Mr. Dill and unanimously passed.**

**-add to attendance, "Al Howat".**

**4. OLD BUSINESS**

**A. Silver Petrucelli & Associates**

Silver Petrucelli was not available to report.

**B. Downes Construction**

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

-dated 6/8/17 Downes Construction Phase 1 Activities, Phase 2 Activities, and Budget Report.

Mr. Scholl noted schedule updates had an additional two weeks for completion of the project due a few load bearing walls that need to be removed. They had been unable to determine the walls were load bearing until the demo occurred. However as the project proceeds, there would be other work they hope to be able to complete ahead of schedule to make up for those extra weeks. Mr. Scholl stated these plans to keep the project completion date would be presented at the next meeting.

Additional soil gradation test pits in the parking lot area were favorable. BSC will submit the new report. Reclamation of the driveway is complete.

**C. USDA-**There was nothing new.

**D. Bills and Invoices**

Mr. Mansfield and Mr. Howat reviewed the submitted bills and invoices at the Owner's Subcommittee meeting. They were briefly reviewed before approval.

Committee members had received from Downes Construction application number 5 in the amount of \$507,061.64 in error. This item was voided and proposal 4, application #4 in the amount of \$515,135.28 replaced it.

**Motion by Mr. Howat to approve Downes Construction's proposal 4, application #4 in the amount of \$515,135.28. Second by Mr. Parker and unanimously passed.**

**Motion by Mrs. Malavasi to approve AIA#4 Geotechnical for Silver Petrucelli in the amount of \$5,489.00. Second by Mr. Barlow and unanimously passed.**

**Motion by Mr. Barlow to approve the Fuss and O'Neill invoice for additional fees in the amount of \$7,725.00. Seconded by Mrs. Malavasi and unanimously passed.**

**5. GENERAL DISCUSSION**

Mr. Mansfield met with June Shea, who's land abuts the school property to review the fence location. Ms. Shae voiced concern with a portion of the current metal fence being removed because of established gardens. Silver Petrucelli and the landscape designer will leave that portion of the fence. Ms. Shae agreed with the location of the privacy fence. Color options will be reviewed.

Mr. Mansfield spoke with a neighbor complaining about the beeping noises from machines on site and explained there would be a reduction of some of the noise once demolition was complete but the site is a construction zone and there remains a lot of work to be completed over the next several months.

The State of Connecticut Department of Public Health has approved the well design. The approval dated 6/6/17 is filed at the Selectman's office. Approval will add approximately \$130,000 to \$140,000 back to the GMP contingency.

Mr. Mansfield reported Silver Petrucelli has submitted the vault layout to the State for approval.

**A. Plaque Inventory/Dedication**

Mr. Parker will provide pictures and dimensions of the plaques stored at the Historic Society Museum. Ron Turner will look at the ones he has stored in his office. Repairs may be necessary.

## **6. NEXT MEETING**

### **A. June 22, 2017**

The next scheduled meeting is Thursday, June 22, at 7 p.m. at the Grange.

## **7. Audience of Citizens**

Responsive to a question by Mr. Gelston, Mr. Mansfield replied the committee was not an advisory committee. Mr. Gelston referenced an AIA document he obtained from the Town Building Department. Mr. Scholl believed the documentation to be a permit. Mr. Mansfield will research and update at the next meeting.

Responsive to a question by Mr. Gelston, Mr. Mansfield replied Downes Construction was hired as a construction manager with a guaranteed maximum price(GMP). Mr. Mansfield stated the GMP was with Downes Construction and they were responsible for phase 1 and phase 2. All agreements with the subcontractors is the responsibility of Downes Construction. Mr. Gelston stated the money should be passing through the committee to Downes Construction. Mr. Mansfield stated no, that was incorrect, reiterating Downes Construction has been hired as a construction manager and the contract was approved by the USDA. Mr. Gelston stated he believed the contract could lead to a conflict of interest.

Mr. Gelston asked how inspection of work would be performed, suggesting a Clerk of the Works. Mr. Gelston asked if there was a full time inspector. Mr. Garofalo stated he was the part time inspector. Mr. Gelston questioned if he had performed inspections today to which Mr. Garofalo replied yes. Mr. Gelston voiced concern with a part time inspector. Mr. Scholl reviewed the inspection process, noting nothing could be completed without inspection. Mr. Garofalo noted there was not a Clerk of the Works when the Middle School was being built. Mr. Howat added the Middle School project was also performed with a construction manager with a guaranteed maximum price. Mr. Mansfield stated Silver Petrucelli also performed weekly inspections and provide field reports. Mr. Howat added there was a special inspector which performed testing per the engineers records for critical testing of concrete, soil compaction, masonry, rebar placement, etc. Mr. Mansfield stated the committee would also be hiring a commissioning agent for all mechanicals. Mr. Dill noted the committee had discussed the idea of a Clerk of the Works and had decided it would duplicate the hiring of a construction manager with a guaranteed maximum price.

Responsive to a question by Mr. Gelston, Mr. Garofalo replied currently he was performing onsite inspections about twice a week and anticipated daily visits as construction progressed.

Responsive to a question by Mr. Gelston, Mr. Mansfield reviewed expenses for the project to date. This information is filed at the Finance Director's Office.

Responsive to a question by Mr. Gelston, Mr. Mansfield replied the funding source for the project was not a committee decision and advised consultation with the Finance Director and Board of Finance.

Mr. Gelston asked if there had been any change orders to date. Mr. Mansfield replied no.

**8. ADJOURNMENT**

**Motion by Mr. Dill at 7:48 p.m. to adjourn. Seconded by Mr. Parker and unanimously passed.**

Respectfully submitted;

Edward C. Blaschik  
Secretary