

Municipal Office Building Committee, Town of East Haddam

Town of East Haddam  
Municipal Office Building Committee  
November 30, 2017  
DRAFT

**1. CALL TO ORDER**

Mr. Mansfield called the special meeting to order at 6:00 p.m. at the Town Grange.

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

Municipal Office Building Committee Members: Craig Mansfield, Edward Blaschik, Chuck Smith (departed 6:47 p.m.), Roy Parker, Erik Dill (arrived 6:49 p.m.) and Phil Barlow.

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

Other(s): First Selectman Emmett Lyman, Scott Scholl, Ron Turner (Facilities Director), and Ruth Ziobron (Recording Secretary).

**3. APPROVAL OF MEETING MINUTES**

**A. November 16, 2017**

**Motion by Mr. Blaschik, second by Mr. Smith and unanimously passed to approve the November 16, 2017 meeting minutes as amended.**

-Page 1, under Attendance, strike "2 citizens" and replace with "Lynn Woodward, Charlie Woodward".

-Page 3, under General Discussion; correct spelling of "Shea".

**4. OLD BUSINESS**

**A. Silver Petrucelli & Associates**

Mr. Stein reviewed site signs. Mr. Concodello moved a large rock near the entrance. Mr. Parker suggested having it engraved. Downes will get an engraving quote. A 110 volt circuit will be run to the front of the rock for future connection and a tree will be relocated. Solar lighting may be used. The brick sign will be located near the entrance of the building. The letters will face the street and the plaques will face the entry. This sign will not have lights because there is plenty of building mounted lights.

**B. Downes Construction**

The following documents were reviewed.

-Downes Building Committee Agenda for 11/30/17.

The following change orders were presented by Mr. Scholl for review and approval. Mr. Mansfield noted that the Owner's Subcommittee had reviewed all change orders being discussed.

**Motion by Mr. Smith, second by Mr. Parker and unanimously passed to approve COP #18- Footing drain at new addition, RFI #40, \$8,795.**

**Motion by Mr. Blaschik, second by Mr. Smith and unanimously passed to approve COP #64a- Overtime for drywall, \$0.**

**Motion by Mr. Parker, second by Mr. Blaschik and unanimously passed to approve COP #118- Re-size storm drain, RFI #194, \$4,347.**

**Motion by Mr. Blaschik, second by Mr. Parker and unanimously passed to approve COP#120-Revise breakers at electrical panels, RFI #17 & 63, (\$725).**

Mr. Stein explained that the conduit to the pump had been assigned to the site contractor's scope of work. The pit and pump is a third party design so the actual power requirements were unknown at the time the site plans and electrical plans were completed. Mr. Stein noted in hindsight an allowance should have been assigned to install power.

**Motion by Mr. Blaschik, second by Mr. Parker and unanimously passed to approve COP# 144-Sewer ejector pump panel, PR #55R1, \$16,115.**

**Motion by Mr. Blaschik, second by Mr. Smith and unanimously passed to approve COP # 160 – Temporary power allowance, (\$14,949).**

**Motion by Mr. Parker, second by Mr. Smith and unanimously passed to approve COP #163 – Provide new electrical for Ray well pump, ASI-1, \$1,222.**

**Motion by Mr. Parker, second by Mr. Blaschik and unanimously passed to approve COP #164 – Additional support at toilet rooms 166/167, RFI #208, \$1,162.**

**Motion by Mr. Parker, second by Mr. Barlow and unanimously passed to approve COP #173 – Existing beam & duct support, RFI #207, \$2,503.**

**Motion by Mr. Blaschik, second by Mr. Smith and unanimously passed to approve COP #181 – Grounding for antenna for radio equipment - \$1,256.**

#### **C. USDA**

Mr. Scholl and Mr. Mansfield attended the USDA meeting today. All approvals and requisitions were submitted for November. Mr. Mansfield stated the USDA did not require an AIA contract for Interscape, an invoice will be sufficient.

#### **D. Bills and Invoices-nothing new.**

### **5. GENERAL DISCUSSION**

Mr. Mansfield stated that generator power did not support outlets in offices and asked for a quote. He explained that the generator supplies power for some lighting, water, pumps,

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sewer injector pump, Life Safety, Emergency Management, fire alarms and MBF. Mr. Stein will present a design for generator power to support outlets in offices at the next meeting.

Mr. Turner, Mr. Knittel and Mr. Mansfield met with Comcast last week to discuss phone, cable, TV and internet. Mr. Mansfield signed paperwork this evening to relocate the cable in Downes Construction's trailer back into the building.

A representative from Silver Petrucelli and Mr. Dill will attend a meeting for the Wall of Honor on December 6<sup>th</sup> at 7 p.m. at the Town Tavern. The committee agrees that the wall needs to use the existing display case for the majority if not all their display.

BSC group developed a design for the water runoff issues on/near the Shea residence which was reviewed by Mr. Ventres. DCC will price for the next meeting.

Committee members reviewed and agreed to a letter dated November 30, 2017 by Mr. Mansfield to update Town Office/River House/BOE employees on the project.

Mr. Mansfield stated he understood that the basement was not intended to be a finished space but that the closet lights did not provide enough light. Mr. Stein will provide a quote for LED strip lighting in rooms that will be used for storage. This item will be added if there is contingency funding at the end of the project.

Committee members reviewed quotes for IT equipment for the site that had been prepared by Mr. Knittel for networking equipment. They are filed at the Selectman's Office.

-CDWG invoice #JKWS344 for an APC Smart-UPS SRT 2200VA Rm -UPS-1980 Watt220 VA invoice dated November 30, 2017 in the amount of \$6,880.

-ePlus Technology invoice dated November 27, 2017 in the amount of \$54,606.61.

Mr. Blaschik suggested purchasing additional UPS systems for individual offices. In the event of a power outage, the UPS systems would allow time to shut down computers so work would not be lost.

**Motion by Mr. Parker, second by Mr. Dill and unanimously passed to approve the ePlus Technology invoice dated November 27, 2017 in the amount of \$54,606.61.**

**Motion by Mr. Dill, second by Mr. Blaschik and unanimously passed to approve the CDWG invoice #JKWS344 in the amount of \$6,880.**

Consulting Engineering Services was the low bidder for the System Commissioning Agent. Base Bid \$23,970, Add Alternates \$7,750 and Total Fees \$31,720. Mr. Mansfield reviewed his interview with them.

**Motion by Mr. Parker, second by Mr. Blaschik and unanimously passed to approve Consulting Engineering Services as the Commissioning agent in the amount of \$31,720.**

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There will be a site walk before the December 14<sup>th</sup> meeting for committee members.

**A. 2018 Meeting Schedule**

The 2018 Municipal Office Building Committee and Owner's Subcommittee meeting schedule was reviewed.

**Motion by Mr. Blaschik, second by Mr. Parker and unanimously passed to approve the 2018 Municipal Office Building Committee and Owner's Subcommittee meeting schedule as presented. .**

**6. NEXT MEETING**

**A. December 14, 2017**

The next meeting is scheduled for Thursday, December 14, 2017 at 7 p.m. at the Grange.

**7. Audience of Citizens**-None.

**8. ADJOURNMENT**

**Motion by Mr. Blaschik at 7:36p.m. to adjourn. Seconded by Mr. Parker and unanimously passed.**

Respectfully submitted;

Edward C. Blaschik  
Secretary