

Town of East Haddam
Municipal Office Building Committee
May 10, 2018
DRAFT

1. CALL TO ORDER

Mr. Mansfield called the meeting to order at 7:00 p.m. at the Municipal Office Complex.

2. ATTENDANCE AND APPOINTMENT OF ALTERNATE(S)

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

Absent Member(s): Al Howat, Maryjane Malavasi, Tracey Gionta (BOF), William DiCristofaro (BOF), Erik Anderson (BOE), Park and Rec Representative (P&R), and Jim Ventres (Land Use Administrator).

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

3. APPROVAL OF MEETING MINUTES

A. April 26, 2018

Motion by Mr. Blaschik, second by Mr. Dill to approve the April 26, 2018 meeting minutes as presented.

Favor: Mansfield, Blaschik, Smith, Dill, Barlow

Oppose: None

Abstain: Parker

Motion passed.

4. OLD BUSINESS

A. Silver Petrucelli & Associates

Interior and exterior temporary wayfinding and signage have been installed for the grand opening. Changes have to be made and will be correctly installed. Outstanding signage includes:

Exterior Signage:

- Police Signage (Patch by back door and call box sign).
- Signage noting the correct handicap ramp routes from rear of building.
- Minimum entrance signage.
- Tax drop box.

Interior Signage:

- Not an entrance for the Selectman's door.
- Please use other door for Door 129.
- Change out Park and Rec Closet to Custodial.
- Change out Storage to Electrical.
- Treasurer office sign.

The following ADA compliance issues were discussed:

- The two sets of Handicap Parking spots were surveyed today for correct pitch. It was determined that there is a pitch issue with the spots by the main plaza area and with a small corner of one of the spots by the Handicap elevator entrance. The issues will be brought to the attention of the paving company for a plan to be formulated to correct the issues.
- The front plaza area and front sidewalk was removed and re-poured. All grades were resurveyed today and are correct.
- Mr. Stein stated auto door openers are not required by code on the building. Automatic door openers are only required when there is an insufficient turning radius for a wheel chair.
- ADA allows for a maximum opening force in pounds which is different for interior and exterior doors. Now that all final hardware has been installed on the doors, the door closers will be adjusted and tested to insure they meet ADA standards.
- The rear ramp from the parking lot is not designated as an accessible ramp. The handicap accessible route is via the sidewalk that goes around the front of the building. This is why there are no Handicap parking spots in the rear of the building. Signage is ordered that will be placed on the ramps designating the route.

Silver Petrucelli will contact Eversource for a final inspection so the energy rebate can be issued.

B. Downes Construction

The following document was reviewed.

-Downes Building Committee Agenda for 05/10/18.

Motion by Mr. Blaschik, second by Mr. Smith and unanimously passed to approve COP #39 Propane Allowance Reconciliation-(\$32,000).

Motion by Mr. Smith, second by Mr. Barlow and unanimously passed to approve COP #80 Misc Roofing Issues-\$0.

Motion by Mr. Dill, second by Mr. Blaschik and unanimously passed to approve COP #158 Additional Slate, Field Conditions-\$3,072.

Motion by Mr. Barlow, second by Mr. Parker and unanimously passed to approve COP #192a Kalwall Modifications-\$735.

Motion by Mr. Blaschik, second by Mr. Smith and unanimously passed to approve COP #233: Permanent Power Utility Fee Reconciliation- (\$10,287).

Motion by Mr. Blaschik, second by Mr. Barlow and unanimously passed to approve Downes requisition #16 in the amount of \$188,363.98.

C. USDA-nothing new.

D. Bills and Invoices

Motion by Mr. Dill, second by Mr. Parker and unanimously passed to approve the Arrow Fence invoice #9425 in the amount of \$4,975.31.

Motion by Mr. Smith, second by Mr. Barlow and unanimously passed to approve the Silver Petrucelli invoice #18-955 in the amount of \$1,500.

5. GENERAL DISCUSSION

Mr. Carpenter's letter asserting that his company was a primary designer will be forwarded to the town attorney for review. Mr. Stein noted that Silver Petrucelli is the architect and designer of record and although they are not currently planning to go after the rebate, they are not going to waive the opportunity.

Mr. Mansfield read a letter from Mark Walter thanking the committee for an invite to the Ribbon Cutting Ceremony and thanking them for their work on the project. Mr. Walter was unable to attend due to a previous commitment.

Committee members discussed agenda items for the Municipal Office Complex Ribbon Cutting which will be held at 10 a.m. on May 12, 2018.

There is an issue with hearing through the small cuts in the Tax collectors windows. Mr. Turner will research amplified speaker options.

6. NEXT MEETING

A. May 24, 2018

The next meeting is scheduled Thursday, May 24, 2018 at 7p.m. at the Municipal Office Complex.

7. Audience of Citizens-None.

8. ADJOURNMENT

Motion by Mr. Blaschik at 7:55 p.m. to adjourn. Second by Mr. Barlow and unanimously passed.

Respectfully submitted;

Edward C. Blaschik
Secretary