

Municipal Office Building Committee, Town of East Haddam

Town of East Haddam  
Municipal Office Building Committee  
August 16, 2018  
Adopted September 6, 2018

**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, Erik Dill, Al Howat Maryjane Malavasi and Roy Parker.

Absent Member(s): Chuck Smith, Phil Barlow, 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, Paul Jorgenson (Silver Petrucelli), Scott Scholl (Downes Construction), Ron Turner (Director of Operations), and Ruth Ziobron (Recording Secretary).

Maryjane Malavasi was seated for Mr. Smith.

**3. APPROVAL OF MEETING MINUTES**

**A. June 21, 2018**

**Motion by Mr. Blaschik, second by Mr. Howat to approve the June 21, 2018 meeting minutes.**

**Favor: Mansfield, Blaschik, Dill, Howat.**

**Oppose: None**

**Abstain: Malavasi, Parker**

**Motion passed.**

**B. July 26, 2018**

**Motion by Mr. Blaschik, second by Mr. Howat to approve the July 26, 2018 meeting minutes with the following changes.**

-page 4, under General Discussion, 2<sup>nd</sup> paragraph, strike "loose grate" and replace with "well cover".

-page 3, last paragraph, remove "COP #4 Temporary Plywood for Attic, \$3,733" and replace with "COP 3U Custom Electric Value Engineering (\$15,000)".

**Favor: Mansfield, Blaschik, Dill, Howat.**

**Oppose: None**

**Abstain: Malavasi, Parker**

#### **4. OLD BUSINESS**

##### **A. Silver Petrucelli & Associates**

Mr. Jorgenson stated that the humidity had not been controlled according to contract/design. He stated the specifications of the sequence of controls called for a stable relative humidity not to exceed 60%. He stated the Controls Contractor was not following the design documents by closing down equipment when the building was unoccupied. The unoccupied mode does not control humidity. Mr. Jorgenson stated the Controls Contractor had not controlled the building according to the specifications.

Mr. Howat asked why no one noticed the high humidity levels. He asked if humidity was monitored. This item will be reviewed and updated at the next meeting.

Mr. Blaschik asked if the unit sizing had been verified. Mr. Blaschik asked if too much fresh air was being cycled in. Mr. Jorgenson replied both issues had been discussed and that the units had been sized correctly.

Mr. Jorgenson stated the high humidity levels in the basement could be beyond what was anticipated. He stated the equipment should be able to mitigate the humidity. He recommended yearly monitoring of the humidity.

Silver Petrucelli will review the heating/air conditioning air balancing throughout the building.

Mr. Blaschik stated as the weather changed, the heat and humidity would subside and questioned this issue would still be under the design document warranty. Mr. Scholl noted the warranty would not start until the system was accepted.

Mr. Jorgenson stated the floors appeared to have issues due to the high humidity. Mr. Jorgenson suggested fixing the humidity issue before the flooring.

Mr. Dill asked if there was humidity control in the basement. Mr. Jorgenson replied there were exhaust fans in the basement, but that humidity was not being controlled because it was an unoccupied space. Mr. Jorgenson stated the basement was not a humidified conditioned space. Mr. Jorgenson stated dehumidification could be added to the basement unit.

Mr. Blaschik stated the committee had always wanted the basement to be conditioned so that files could be stored down there. Mr. Jorgenson stated it was the first time in the history of the building that the area was conditioned with proper air changes. Mr. Jorgenson stated the building needed to be stabilized during the unoccupied mode to a 60% humidity as in the plan documents to determine the basement humidity.

The back handicap parking is pending review from the Building Inspector.

Mr. Howat stated either the driveway was designed incorrectly or installed incorrectly, and that it should not be a cost to the project. Mr. Jorgenson, Mr. Scholl and Mr. Mansfield reviewed conversations with BSC where they had been agreed that the design was not correct and that they would fix it. BSC after the plaza was fixed; reversed their decision stating that they were not responsible to pay for the plaza to be fixed or for payment to Mather for redoing the parking area. Silver Petrucelli is working to resolve the issue.

Mr. Howat stated the driveway needed to be fixed and if the issue did not get resolved, someone else should be hired.

### **B. Downes Construction**

Mr. Scholl reviewed punch list items.

Mrs. Malavasi reviewed the Lion's Club engraved brick fundraiser.

Mr. Mansfield noted that the Owner's Subcommittee had reviewed all change orders being discussed. Mr. Mansfield stated all items approved at this meeting would be included with the USDA loan.

**Motion by Mr. Blaschik, second by Mr. Dill and unanimously passed to approve COP #114-Outbuilding Slab Protection, \$0.**

**Motion by Mrs. Malavasi, second by Mr. Howat and unanimously passed to approve COP #217b-Firestopping Allowance Reconciliation, (\$1,312).**

**Motion by Mr. Howat, second by Mr. Dill and unanimously passed to approve COP #217c-Firesafing Allowance Reconciliation, (\$4,078).**

**Motion by Mr. Howat, second by Mr. Blaschik and unanimously passed to approve COP #161-Frame MEP Openings, \$0.**

**Motion by Mr. Blaschik, second by Mrs. Malavasi and unanimously passed to approve COP #306-Owner requested Refrigerator, \$0.**

**Motion by Mr. Blaschik, second by Mr. Howat and unanimously passed to approve COP#323-Revise Hardware to Storeroom Function, \$1,392.**

**Motion by Mr. Howat, second by Mr. Dill and unanimously passed to approve COP #325-Cut Deck for Supporting Beams, \$2,372, RFI #51.**

**Motion by Mrs. Malavasi, second by Mr. Howat and unanimously passed to approve COP #340-Valence for Stage Curtains, \$0.**

### **C. USDA**

The USDA will closeout on the loan on September 6<sup>th</sup>.

**D. Bills and Invoices**-There were none.

## **5. GENERAL DISCUSSION**

Committee members agreed to wait until the humidity, flooring and parking area issues were resolved before continuing with the tennis courts and score boards.

## **6. NEXT MEETING**

### **A. August 23, 2018**

The next meeting is scheduled Thursday, August 23, 2018 at 7p.m. at the Municipal Office Complex.

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

## **8. ADJOURNMENT**

**Motion by Mr. Blaschik at 8:00 p.m. to adjourn. Second by Mr. Howat and unanimously passed.**

Respectfully submitted;

Edward C. Blaschik  
Secretary