

Municipal Office Building Committee, Town of East Haddam

Town of East Haddam  
Municipal Office Building Committee  
December 6, 2018  
Adopted January 10, 2019

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

Absent Member(s): 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): Scott Scholl (Downes Construction) Paul Jorgenson (Silver Petrucelli), and Ruth Ziobron (Recording Secretary).

Mrs. Malavasi was seated for Mr. Barlow.

**3. APPROVAL OF MEETING MINUTES**

**A. November 8, 2018**

**Motion by Mr. Blaschik, second by Mr. Smith to approve the November 8, 2018 meeting minutes as presented.**

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

**Oppose: None**

**Abstain: Parker, Malavasi**

**Motion passed**

**B. 2019 Meeting Schedule**

**Motion by Mr. Blaschik, second by Mrs. Malavasi and unanimously passed to approve the 2019 meeting schedule as presented.**

**4. OLD BUSINESS**

**A. Silver Petrucelli & Associates**

Signage information from the USDA meeting is pending from Silver Petrucelli. Mr. Jorgenson confirmed that the police signage was being designed for the front and back of the building and that he will correct the arrows on the building entrance signage package and resubmit to Downes.

**B. Downes Construction**

Mr. Scholl reviewed the following:

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-Downes Building Committee Agenda dated 12/6/18.

- Humidity Issues for Building A and the Vault area-Directive on Controls forwarded to Ferguson for Review. Ferguson has noted the only AHU capable of Low Ambient Temperature is #6. The Design Team & Commissioning Agent are reviewing this issue.
- Handicap Stall corrections-Corrective work has been completed at the upper parking lot.
- Mr. Mansfield spoke with the Town Attorney who stated based on the documentation provided that the front entrance concrete walk payment is an issue between BSC and Mather.
- Mr. Mansfield requested stamped drawings confirming that the front driveway.
- Outlets have been relocated in the Vault.
- Power cable has been installed in conduit going to the engraved stone and capped off. Mr. Mansfield to discuss with Mr. Turner about getting a light installed as well as relocating the tree in front of the rock.
- Door closer ADA clarification for closing force of door is being clarified by the USDA through Silver Petrucelli. This item should be closed out by the next meeting.
- Drainage behind the Outbuilding is pending.
- Additional signage has been received by Takeform. Installation is being scheduled. Plaques have yet to arrive and Takeform will advise on the delivery date.
- Mr. Blaschik asked for the removal of the elevator door profanity.
- Silver Petrucelli and Downes are investigating automatic front door openers.

The Owners Subcommittee did not review the change orders.

**Motion by Mr. Blaschik, second by Mr. Parker and unanimously passed to approve COP #351-Well allowance reconciliation, (\$4.00).**

**C. USDA**

We are working on the response to the USDA ADA letter. Downes and Silver Petrucelli are compiling information needed for the response.

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

**5. GENERAL DISCUSSION**

Mr. Mansfield told the committee that Bill DiCristofaro on behalf of the Board of Finance thanked the Municipal Office Building Committee for their work on the project.

**6. NEXT MEETING**

**A. December 13, 2018**

**Motion by Mr. Blaschik, second by Mr. Parker and unanimously passed to cancel the December 13<sup>th</sup> and 27<sup>th</sup> meetings.**

The next scheduled regular meeting is Thursday, January 10, 2019

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

**8. ADJOURNMENT**

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

Respectfully submitted;

Edward C. Blaschik  
Secretary