

**TOWN OF EAST HADDAM
MIDDLE SCHOOL CONVERSION COMMITTEE
May 24, 2010
REGULAR MEETING
Adopted June 14, 2010**

Call to Order

The regular meeting of the East Haddam Middle School Conversion Committee was called to order by Mrs. Malavasi on Monday May 24, 2010 at 7:00 p.m. at the Town Office Annex.

Present: Patricia Stricker, Sharon Wheeler, Ed Blaschik, Elizabeth Dillon, Chuck Smith, Craig Mansfield (departed @8:15 p.m. and returned @8:35 p.m.), Jim Ventres (departed @7:40 p.m. and returned @8:00 p.m.), Mary Jane Malavasi and Melissa Ziobron.

Others Present: Ruth Ziobron-Recording Secretary.

Absent: Alan Hanks, David Nelson, Brian Perry, Paul Maxwell and First Selectman Mark Walter.

Minutes – Approval of minutes from Regular Meeting of May 10, 2010

Motion by Mr. Mansfield to approve the regular meeting minutes of May 10, 2010 as amended. Second by Mr. Blaschik.

-to reflect spelling, grammar and format errors;
-under Correspondence, 1st paragraph, 2nd line, strike “. Mrs. Ziobron” and replace with “and”;

Favor: Stricker, Wheeler, Blaschik, Dillon, Smith, Mansfield, Ventres

Oppose: None

Abstain: Ziobron, Malavasi

Motion passed.

Correspondence

There was none.

Invoice Approval

Motion by Mrs. Ziobron to approve invoice #10-406 dated May 1, 2010 in the amount of \$1,702.31. Second by Mr. Smith and unanimously passed.

Public Comment

There was none.

Chairman's Report

Probate Court update

Mrs. Malavasi reported the current location of the probate court was losing its lease and would need to be relocated. Mrs. Malavasi and First Selectman Walter brought a letter to a probate meeting stating the committee would be able to revert to probate in the plan documents. First Selectman Walter and Mrs. Malavasi will meet tomorrow with the probate officials at the old middle school building to show the location and review plan documents. Responsive to a question by Mrs. Ziobron, Mrs. Malavasi replied the probate officials understand decisions needed to be made now so they could be incorporated into the plan documents. There may be a lag in time in which the Probate Court would need to lease space elsewhere. Mr. Blaschik noted there was space available in Marlborough.

EOC Grant Update

The town was successful in receiving the EOC Grant. Mrs. Malavasi reviewed a press release which will be published and is attached to the MSCC website. The grant amount is \$720,186.00 by the State of Connecticut Emergency Management and Homeland Security as a part of its emergency operations grant program.

June 28 – August 9 Meeting Dates

Due to conflicts, the regularly scheduled meetings from June 28th to August 30th have been cancelled and rescheduled to special meetings;

- July 1st at 6p.m.;
- July 22nd at 6 p.m.;
- August 12th at 6 p.m.;
- August 26th at 6 p.m.

The next regularly scheduled meeting will be September 13th.

Selectmen's Report

There was none.

Engineers' Report

There was none.

Subcommittee Reports

Facilities Subcommittee Report of May 19, 2010 Meeting

Mr. Smith reviewed the Facilities Subcommittee meeting of May 19th. The Hale and Ray plan documents were thoroughly reviewed and edited by the subcommittee for finishes, floors and walls. Mr. Ventres has published the summary. Mrs. Malavasi brought the

Facilities Subcommittee's work to the Architect. Mr. Ventres stated the overlay of the electrical with the floor plan was necessary. Mrs. Malavasi confirmed this had been discussed during her meeting and that Mr. Stein confirmed it could be done.

Mrs. Malavasi reported it may not be possible to incorporate a bathroom in the Chatham Health District portion due to the necessity of a second means of egress. This item will need further investigation.

Securing offices with locks and alarm systems were reviewed.

Mrs. Malavasi warned that the only thing that could back up the timeline at this point would be delay in committee decisions.

Mr. Mansfield has confirmed that the town's phone system was VOIP. Mr. Mansfield has contacted the vendor which the town uses in order to ask questions which would be incorporated into the plan documents. Mr. Mansfield has also started to mark out the plans for the alarms and closed circuit television. Concern was raised with potential locations of the CCTV. Benefits of the VOIP system were discussed.

Responsive to questions by Mrs. Ziobron, Mr. Mansfield replied local businesses could propose bids once the project went out to bid.

Mr. Mansfield is currently working with current town vendors to help with the edits to the plan documents.

Doors, hardware and locks will need to be discussed by the Facilities Subcommittee. Mr. Mansfield noted of the importance of having the town hardware specialist available when this is discussed. It is desirable to retrofit the current hardware.

Mrs. Malavasi has discussed with Mr. Stein the Resident State Trooper and Ambulance Offices windows. Mrs. Dillon has recommended spandrel and obscure glass on the windows and she reviewed their benefits.

Mrs. Malavasi has discussed with Mr. Stein the conduit from the radio room to the garage, which would include correcting the drainage, storm drain and putting in a handicap ramp.

Grants/Legal Subcommittee Update on Construction Manager RFQ

Ms. Wheeler has received the attorney approved document. Various dates to be included on the document were reviewed and it was ultimately determined that Mr. Stein would need to be consulted for the dates in relationship to the timeline. It was the consensus of the committee to publish the CM RFQ ASAP.

Space Needs Subcommittee Update on Inventory & Portable Removal RFP's

There was nothing new to report. This document has been at the Selectman's office for over 1 year.

Grant/Legal Subcommittee CT Historic Registry Update

Ms. Wheeler reported there was grant funding available (\$5,000.00 - \$200,000.00) for buildings on the Connecticut Historic Registry. The application process is not difficult and the building is very likely to qualify. Ms. Wheeler explained of First Selectman Walter's concern that it would remove flexibility for other options to the building such as the need to remove a portion of the building. Ms. Wheeler has received confirmation from the Department of Culture and Tourism that the State registry imposes no such restriction. Restrictions become more stringent if a building is registered with the Federal Historic Registry. This issue was reviewed at the next meeting for accuracy. Ms. Wheeler will discuss this again with First Selectman Walter. Mrs. Malavasi suggested requesting this confirmation in writing. Mrs. Ziobron suggested reviewing similar historic registry buildings allowing for demolition or modifications. Ms. Wheeler and Mr. Stein will be attending a workshop regarding applying for grants for buildings listed on the historic registry.

Mrs. Malavasi stated of the importance of inventorying items in the building.

The bronze sign at the main entrance is missing and Mrs. Malavasi will bring this to First Selectman Walter's attention. Mrs. Stricker stated items should be tagged so that desirable items could be saved. Concern of vandalism and missing items on site was discussed.

Public Relations Report

Tabled

Old Business

Timeline Update and To Do List

This item was discussed earlier.

Operating Expense Analysis Update

Tabled.

General Discussion

Mrs. Ziobron informed the committee that \$7,500 had been approved for renderings of conceptual plans of the town office site. Mrs. Ziobron noted the planning of other uses for the current town office sites would be helpful when the middle school conversion went to referendum. Mrs. Malavasi stated voting on the conversion would need to be made with the assumption that nothing ever would be done at the current town sites.

It was suggested to put the MSCC website address on the sign board outside the old middle school.

Public Comment

There was none.

Next Meeting Date – June 14, 2010 7PM ANNEX

Adjournment

Motion by Mrs. Ziobron to adjourn at 8:36 p.m. Second by Mr. Smith and unanimously passed.

Respectfully Submitted;

E. Ruth Ziobron
Recording Secretary