Town of East Haddam
Municipal Office Building Committee
March 11, 2021
Adopted April 8, 2021

1. CALL TO ORDER
Mr. Mansfield called the meeting to order at 7:31 p.m. at the Municipal Office Complex via Zoom.

2. ATTENDANCE AND APPOINTMENT OF ALTERNATE(S)
Municipal Office Building Committee Members: Craig Mansfield, Edward Blaschik, Al Howat, Eric Dill, Chuck Smith, Maryjane Malavasi and Phil Barlow.

Absent Member(s): Roy Parker, Tracey Gionta (BOF), William DiCristofaro (BOF), Erik Anderson (BOE), and Jim Ventres (Land Use Administrator).

Other(s): Don Angersola-Facilities Director, Lisa Conroy-Parks and Recreation Director, Ruth Ziobron-Recording Secretary via Zoom review.

3. APPROVAL OF MEETING MINUTES
A. July 9, 2020

Motion by Mr. Blaschik, seconded by Mr. Barlow to approve the July 9, 2020 meeting minutes as presented.
Favor: Mansfield, Blaschik, Howat, Dill, Smith, Barlow
Oppose: None
Abstain: Malavasi

Motion Passed.

B. September 10, 2020

Motion by Mr. Blaschik, seconded by Mr. Smith to approve the September 10, 2020 meeting minutes as presented.
Favor: Mansfield, Blaschik, Howat, Dill, Smith, Barlow
Oppose: None
Abstain: Malavasi

Motion Passed

4. OLD BUSINESS

A. Silver Petrucelli & Associates-Nothing new.

B. Downes Construction-Nothing new.

C. **USDA-**Nothing new.

D. **Bills and Invoices-**Nothing new.

5. GENERAL DISCUSSION

A. Tennis Court RFP Review

Committee members reviewed and edited Tennis Court Bid Documents.
The following items should be investigated:
-Reclamation depth and material 8-10 inches deep.
-Condition of the retaining wall and if it is tied into the base or if it will hinder construction.
-Underlying soil of the existing tennis courts. Mr. Howat suggested hiring a soil scientist to eliminate possible liability.
-Possibly expose a 2x2 square for the walk-thru.
-Bid specs include pickle ball striping.

Mr. Mansfield reviewed the project budget to date these figures are filed at the Finance Office.
-Mr. Angersola reviewed various items of work on the Municipal Office Complex and requested funding from the building budget.
Requests:
-Upgrade technology for video conferencing equipment for Zoom rooms in 3 meeting rooms and meeting room 3. in the amount of approximately $45,000. Mrs. Malavasi suggested the Town look into Covid19 funding/grants for video and IT equipment.
-rewiring of generator.
-materials to fix parking lot drains, Public Works will do the work.
-repair building gutters
-repair dormers at the front of the building
-repair leaky cupulas
-repair front Selectman's door. The door has shrunk and water leaks in.
-replace interior locks so employees can manually lock their doors from the inside incase there is an emergency threat.
-heat in machine room for the elevator oil mechanism.

Mr. Angersola noted there were two VAV units which were not wired (Tax Collector and Finance Offices). The wiring was not repaired as they didn't know where it went. A manual damper was installed and left closed. Mr. Blaschik commented that this felt like a patch job and not a fix and suggested that a thermostat in the hallway to operate the original electric damper should be installed. Mr. Mansfield stated Downes Construction, Silver Petrucelli, the Commissioning Agent, and New England Energy had reviewed the HVAC system and he just could not understand how they did not find these issues. Mr. Mansfield stated the warranty was 1 year based on contract, and the town was past the year. Mr. Howat stated items that never got done were not warranty items and suggested sending a letter to Downes Construction listing all the issues and ask them to pay the bills.

Mr. Angersola will provide a list of expenses to be approved at the next meeting. Mr. Mansfield will ask for the IT Department to provide a detailed list of requested technology for approval at the next meeting.

6. NEXT MEETING

A. Unknown.

7. ADJOURNMENT

Motion by Mr. Blaschik at 8:38 p.m. to adjourn. Second by Mrs. Malavasi and unanimously passed.

Respectfully submitted;

Edward C. Blaschik
Secretary