Town of East Haddam
Moodus Firehouse Renovation Committee
January 27, 2025

1. **CALL TO ORDER**
   The meeting was called to order at 5:33 p.m. at the Municipal Office Complex, Meeting Room 3.
2. **ATTENDANCE AND APPOINTMENT OF ALTERNATE(S)**
   Craig Mansfield, First Selectman, Irene Haines, Kevin Rutty, Walter Parkus, Dave Stein-Silver Petrucelli, Eric Cantar-Silver Petrucelli, Don Angersola-Director of Operations.
3. **APPROVAL OF MEETING MINUTES**
   A. **January 13, 2025**
   Motion to approve the minutes from January 13, 2025.
   Rutty/Haines Passed unanimously.
4. **OLD BUSINESS**
   A. **Silver Petrucelli & Associates Update**
   Silver Petrucelli & Associates presented their proposal titled "A/E Services Proposal Design Development to Construction Administration" (dated January 26, 2025). The document outlines the next phases of the project, including Design Development, Construction Documents, Bidding, and Construction Administration.

- **Design Development Phase**: This phase refines design elements, explores building materials, and ensures compliance with building codes and local regulations. SP+A will assist in grant applications and bonding preparation.
- **Construction Documents Phase**: Finalized plans will include all civil, structural, and engineering details required for bidding.
- **Bidding Phase**: SP+A will oversee the bidding process, issue addenda, and assist with contractor selection.
- **Construction Administration**: SP+A will provide oversight, review change orders, and conduct site visits during construction.

Concerns were raised regarding the estimated construction cost of $9 million, which was significantly lower than prior estimates based on $780 per square foot. The committee requested clarification on the calculation and the inclusion of soft costs. Additionally, the committee requested that Value Engineering (VE) review be incorporated both before and after the bid process to identify cost-saving opportunities.

B. **Funding Needs**
The committee discussed funding requirements for the next steps. To move forward with construction documents and ensure shovel-readiness, approximately $400,000 is needed. The committee considered requesting partial funding of $223,000 for the design development phase as an initial request before proceeding to full funding. Surveys and environmental studies are not included in SP+A's proposal and will require additional funding.

5. **GENERAL DISCUSSION**
   A. **Next Steps**
   The committee agreed that the next step is to bring the funding request before the Board of Selectmen and subsequently to the Board of Finance. The next Board of Selectmen meeting is scheduled for February 5, 2025, at 8:00 a.m., followed by a Board of Finance meeting on February 10, 2025, at 7:00 p.m.
   SP+A will verify construction cost estimates and confirm whether the $9 million figure accounts for all required expenses.
6. **AUDIENCE OF CITIZENS**
   No citizens were present.
7. **ADJOURNMENT**
   Motion to adjourn at 6:49 p.m.
   Rutty/Haines Passed unanimously.

Respectfully submitted,
E. Ruth Ziobron
Recording Secretary