

## **Essex Building Committee**

### **Special Meeting Tuesday, May 27, 2014 Essex Town Hall Meeting Room B**

#### **1. Call to Order**

Bruce Glowac called the meeting to order at 4:37 p.m.

##### **Members Present**

Bruce Glowac  
Leigh Rankin  
Kelly Sterner

##### **Others Present**

Evelyn (Lyn) Smith, Director, Architecture, CME  
Betsy McLaughlin, Recording Clerk  
Norm Needleman, First Selectman

#### **2. Review and Approval of Previous Meeting Minutes (4/30/14)**

*A motion was made by Kelly Sterner to approve the April 30, 2014 meeting minutes. Leigh Rankin seconded the motion. It was unanimously approved. Motion carried.*

#### **3. Old Business/Project Review**

Bruce stated that the components of the project are starting to gel and that the primary purpose for this meeting was to do a final review of all project components, to seek First Selectman Norm Needleman's input, and hopefully be in a position to present to the Board of Selectmen at their meeting on June 4<sup>th</sup>.

Lyn Smith shared a draft Capital Planning Study for the Committee's input in terms of format and content, which the Committee reviewed and discussed.

A review was made of all the project components using the updated Capital Planning Budget Summary dated May 27, 2014 as a guide.

At the Essex Elementary School, \$100,000 was added to the cost of the roof replacement to include daylighting. Bruce met with the Mechanical Engineer who did the air conditioning at Chester Elementary who recommended a split system and suggested doing the classrooms vs. the hallways. Since the \$300,000 placeholder was for the hallways, \$600,000 may be a more realistic figure. Lyn will talk to the Engineer for the purpose of determining a new figure for the placeholder. The issue of roof penetration and associated concerns was discussed at length. The placeholder for parking renovations is now \$225,000 based on the quotes reviewed at the last meeting.

The Public Works Department Projects did not make the STEAP grant funding in the first round. There are other awards to be done so we are not completely out of the running yet, but the project will remain as a component for now.

The Town Hall projects were reviewed. The code compliance for the toilet rooms was increased to \$120,000 as it was decided at the last meeting to do all of the restrooms, and a placeholder for digitization of the files was set at \$70,000.

The latest floor plan for the Land Use/Selectmen's Office was reviewed. Everyone is in agreement with the layout but would like to look further into glass partitioning. Various partitioning options were discussed at length and will be explored further. Lyn will provide a full-size board of the proposed layout for people to look at. Swing space options during the renovations were also discussed.

It was decided that because some of the numbers still need fine tuning, it is premature to vote to bring this to the Board of Selectmen at this point. It was also suggested that a line item for miscellaneous items that would include staircase renovations, painting, etc., be included in this project.

Next steps in the process were again discussed, which would include presenting the project to the Board of Selectmen, the Board of Finance, and at a Town public hearing, with the thought that the best time for the public hearing would be in the fall.

***A motion was made by Leigh Rankin to set the goal of presenting the project to the Board of Selectmen at their June 18, 2014 meeting.***

The next meeting was set for Monday, June 9, 2014, at Essex Town Hall.

#### **4. Adjournment**

***A motion was made by Leigh Rankin to adjourn the meeting at 5:50 p.m. Kelly Sterner seconded the motion. It was unanimously approved. Motion carried.***

**Respectfully Submitted,**

**Betsy McLaughlin, Clerk**

**Disclaimer: Please note that these minutes are unapproved until the next meeting.**