

**ESSEX BUILDING COMMITTEE
(Joint Meeting with Board of Selectmen)
Essex Town Hall – Conf. Room B
May 6, 2015**

MINUTES

Meeting called to order by Bruce Glowac at 8:00 a.m.

In attendance from BOS:

Bruce Glowac, Selectman
Absent: Norman Needleman, First Selectman
Absent: Stacia Libby

Essex Building Committee members in attendance:

Bruce Glowac
Kelly Sterner
Leigh Rankin (arrived at 8:21 a.m.)

Others:

Paul Drummey, CREC
Tom Fitzgerald, Essex Elementary School

***Kelly Sterner moved to approve the minutes of April 29, 2015, seconded by Bruce Glowac.
Motion Passed.***

OLD BUSINESS:

Elementary School Roof Project-

Bruce Glowac discussed the day lighting issues and the fact that they will be looked at again this afternoon. Paul Drummey, CREC, confirmed they would get them in the interior no matter what. He indicated that some of these locations are very close to doorways already. Bruce reiterated that they should be put in locations where they would be up for reimbursement.

EDO42-

Bruce indicated that today (5/6/15) for us is to sign the front page of the EDO42.

Plan Review/Schedule-

Schedule looks good per Paul. It has already been typed and sent. This week they are gearing up to filling out the bid. Paul indicated that he will have a project manager coming with him to the PCT who has a good rapport with CIRMA and this will help get the letter back from CIRMA in a shorter amount of time.

Bruce reviewed where we are at. The EES Board of Ed held a special meeting on Monday, May 4, 2015 and Lon Seidman, Chair, EES BOE signed the EDO42. Dr. Ruth Levy, Superintendent of Schools, Region #4 signed it yesterday (5/5/15). Today (5/6/15) as stated previously, the Board of Selectmen meet and Bruce will also sign the EDO42.

Tomorrow Paul meets with the Fire Marshal and Health Department for review and sign off. They will then go to Dave DeLeeuw, Building Official, and hopefully, we will have his sign off and/or blessings by May, 11, 2015.

Bruce indicated to Paul that somewhere between May 12 and May 15 they will get the letter and in the meantime, be working on the bid specifications. After that, Kelly Sterner stated that it will need to go up on our website, the DAS (Department of Administrative Services) website and an ad in the paper. She asked whether or not it would be done the same as before in that, CREC will do the ad and we will take care of putting it on our website and DAS. It was suggested by Paul that a daily local newspaper be used e.g. Hartford Courant or Middletown Press for the ad. Paul will get to Kelly the wording for the ad by the end of the week.

Hibbard & Rosa Contract-

Bruce inquired as to what contracts have been received. Kelly indicated that the only contract received so far is the architect's contract with some changes. Paul Drummey asked for hard copy and Kelly supplied him with one for him to send to their attorney.

Paul mentioned that Tom Hibbard indicated at the last meeting that he thought we would run into some trouble if we didn't have the signed contract before the PCT. Bruce asked Paul since there are some minor changes does that up the umbrella? This does not appear to be an issue at this point and everything should be done by May 12th.

CREC Contract-

Kelly mentioned that in Section 8.1.2 the need for an AIA A107 if available to review and confirm additional waiver language. Kelly indicated we have not yet received that. Paul does have this contractor language and will send to Kelly electronically. Counsel for CREC edited that particular portion of the contract and is currently on vacation. The revised contract will include them and will then be signed.

Kelly asked Paul if he has seen the plans and was he pleased with the results. Paul responded that he did an in-house review as well as reviewed the EDO42 checklist. They called Tom Hibbard with the changes and Tom will make changes with no objections (which were very minor) and reiterated the review went well. Roof key will also be added to page A3.

NEW BUSINESS:

Authorization to sign EDO42-

Kelly Sterner made a motion that the Essex School Building Committee approves the final plans, contract specifications and cost estimates of the Essex Elementary School roofing project No TMP-050-BTJV and authorizes its Chairman to Sign form EDO42 for submission to the State of CT Office of School Facilities, seconded by Bruce Glowac. Motion Passed.

Kelly Sterner made a motion to approve the Hibbard & Rosa contract pending changes, seconded by Bruce Glowac. Motion Passed.

OTHER BUSINESS:

Kelly anticipates hearing back from CIRMA on both contracts today. With regards to the CME contract, Bruce is still reviewing.

ADJOURNMENT:

Bruce Glowac made a motion to adjourn 8:20 a.m., seconded by Kelly Sterner. Motion Passed.

Respectfully submitted,

Yvonne Roziak
Recording Secretary