

**Town of Essex  
29 West Avenue  
Essex, CT – Meeting Room A**

**Building Committee**

**October 22, 2015**

**MINUTES**

Building Committee members in attendance:

Bruce Glowac  
Leigh Rankin  
Kelly Sterner

Others: Paul Drummey, CREC (absent)  
Tom Fitzgerald, Region #4  
Norman Needleman, First Selectman  
Gary Riggio, Riggio Construction

Meeting called to order by Bruce Glowac at 8:05 a.m.

**Approval of Minutes:**

***Kelly Sterner moved to approve the minutes of October 14, 2015, seconded by Leigh Rankin. Passed. Motion carried.***

**CREC Report:**

- a. Change Orders –Bruce reported that Paul had expressed a concern about the design of the plywood pitch boxes. His thought is that building them may end up being more expensive than buying manufactured ones. Bruce felt we should continue to go with the building of the pitch boxes and had asked Paul to get a price from Silktown. Silktown has started the work and the first 12 areas have been marked out. Workers were there this morning (four today and four yesterday). There is currently no Tremco person on site. Bruce asked Tom Fitzgerald to make sure Silktown has the design for the larger curbs that will be installed on the Gym and Café. Paul will be on site tomorrow and also indicated that the Tremco warranty is also on its way.
- b. A/C Roof Work Tom Fitzgerald indicated they are still having issues with the A/C in the media center. He has called ABS and it is currently running on room temperature.

Mechanical Maintenance and Tom (Thermomedics) believe it needs a pressure relief valve. Committee stated that the installation price was a contracted price and any work necessary to make the unit operate properly should be the installation contractor's responsibility.

- c. BSF Project # & reimbursement – Kelly spoke to Garth yesterday as the State called him looking for the invoice that we submitted originally. Kelly gave him the most recent one and the list of what we have spent including H&R and CREC.

**Old Business:**

- a. Town Hall Roof Vents – roof vent cuts will be done on Monday, Oct. 26<sup>th</sup>. Once that work is done Town Hall Roof Project will be complete.
- b. Essex Elem. Site Work – Still pending
- c. Land Use Offices – Bruce reviewed the architect sketches for the Town Hall renovations (Land Use offices). Local contractor Gary Riggio was present and reviewed the current proposed layout. Norman asked that we focus on the bathrooms and a shower room at today's meeting. We need to bring at least one (if not all) bathrooms up to ADA compliance. He would like to phase in the offices later on. Bruce commented that perhaps this project should go out to bid. Norman feels that this work would be more efficient and less hassle if we go with a known contractor based on reasonableness. He noted that Riggio Construction had done previous renovations as well as other work at the Town Hall. He stated that they had been very happy with the work that had been done in the past and their familiarity with the building had great value. The committee discussed the expenses that would be required to prepare documents necessary to bid the project and agreed that that money would be better spent on the project. Leigh Rankin recommends we should go forward with a quote "not to exceed." Kelly Sterner agreed that using someone with past history of working at the Town Hall would probably be advantageous based on experience. Leigh inquired as to whom their mechanical subs were and he responded that they vary because they try to fit them to the particular job. Any sub-contractors would go through him. He would review the current layout and come up with a proposal. Bruce would like to get a feel for the cost and work involved and be able to support going with a single contractor. Dave DeLeeuw, Building Official, will also need to be involved in these renovations. Bruce gave a copy of the current proposed plan to Mr. Riggio and asked him look at it and come back to the Building Committee with his ideas and thoughts. It was agreed that no specific contract pricing would be needed at this point and the committee was looking for rough estimates.

Next Building Committee on 10/28/15 will be dedicated to Town Hall renovations. The Building Committee will come up with how we want to go about doing the bathroom renovations and office renovations in more detail. Leigh recommends the committee scope out the bathrooms first and then move on to office areas. Once plans are more

firmed up the committee will meet with Riggio Construction again.

Kelly will check with the Registrars for the availability of the auditorium to use as office swing space and get those logistics on the calendar. The contractor stated that this project would best fit his schedule if it could be done during January and February.

**New Business: None**

**Approval of invoices:**

***Kelly Sterner submitted two invoices for approval from Doane Collins, one part for the Ivory St. Bridge and the second part is for the base map for the public works building totaling \$2,670.00 and \$2,170.00, seconded by Leigh Rankin. Passed unanimously. Motion carried.***

**Other business:**

Bruce discussed the Ivory Street bridges and that it appears the additional requirements from the State of CT because it is a State project, may in fact exceed the anticipated reimbursement from the state and set the project back by at least a year. The committee had previously instructed Bob Doane to put together cost estimates and timelines for the two different potential project paths. Either keeping as a State bridge project or NOT. The public is feeling we are delaying the project. Norman suggested a press release after the election indicating where the Town is at on these two bridges.

**Adjournment:**

***Bruce Glowac motioned to adjourned at 9:08 a.m. Passed unanimously. Motion carried.***

Respectfully submitted,

Yvonne Roziak  
Recording Secretary