

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

**Building Committee
Joint Meeting with Board of Selectmen
May 20, 2015**

MINUTES

Board of Selectmen in attendance:

Norman Needleman, First Selectman
Bruce Glowac, Selectman

Essex Building Committee members in attendance:

Bruce Glowac
Leigh Rankin
Kelly Sterner

Others: Paul Drummey, CREC
Tom Fitzgerald, Essex Elementary School

Building Committee Meeting called to order by Bruce Glowac at 8:02 a.m.

Board of Selectmen meeting to called to order by Norman Needleman, First Selectman at 8:02 a.m.

Kelly Sterner moved to approve minutes of 05/06/15, seconded by Bruce Glowac. Motion Passed.

OLD BUSINESS:

- a. **Roof Bid Update** – Paul Drummey discussed the PCT review and that it went very well. Tom Hibbard from H&R was well prepared. He also indicated that the school walk thru will be happening today at 2:00 p.m. Tom Fitzgerald mentioned that parking could be a problem and ask that their people park in the back. Tom Fitzgerald will arrange for a ladder so that they can enter from the outside. Leigh Rankin also inquired about receiving a list of the names of those going to be there today. Paul agreed.

Paul Drummey submitted the stamped plan and specs from the State and mentioned that they should be put in a safe place just in the event of an audit. Plans will be kept at Town Hall. The OK to proceed to bid was received from Superintendent Ruth Levy Friday morning (5/15/15) and they made the Hartford Courant deadline for the advertisement.

Kelly has put the bid specs and drawings up on the website on Monday. One bidder contacted her and she guided them to the website.

The date and time for the bids to be received is 5/29/15 by 2:00 p.m. All bids will be opened here and Paul will be here as well at that time. Kelly has some CIRMA comments and will get them to Paul. He reiterated that once we are done with the process of awarding and contracting, it will go smoothly. Leigh suggested we review as soon as possible and get a notice to proceed to the selected contractor by the middle of the following week. Paul will take the bids and analyze after opening. He will then give the Building Committee a synopsis of the bids. On June 1st, he will review in house and discuss what they're analysis is.

Tom Fitzgerald inquired as to a request in this year's budget to fix the Essex Elementary School chimney. It needs to be repointed and is cracking. Bruce and Norman suggested he get a quote from a General Contractor to see if it can be done before the roof project begins. Leigh Rankin is familiar with a contractor that might be able to come in quickly and get it done prior to the roof being started.

- b. **Contracts** - Bruce indicated that the CREC contract needed minor changes and needs to be signed. Bruce indicated to Paul that he added Norman as a second signee on the contract and included the Schedule A. He also changed the contact person for notices, claims and demands to be the First Selectman.

The contract will be signed today following this Building Committee meeting and Board of Selectman meeting.

Bruce requested a final copy of the H&R contract noting that the one we have still has "DRAFT" on it. Once we receive the final we can sign that contract as well.

NEW BUSINESS:

- a. Town Hall –
Bruce Glowac asked Paul about the Town Hall and Town Garage projects and are we going to put them out to bid. Paul responded that once the roof bid is received they will get moving on them.
- b. Town Garage –
Dave Caroline has a rough drawing of the type and size of building he has in mind – 60 x 40 with 4 bays with storage on end. Suggestion was made to invite him to a future meeting. Leigh will send a copy of Dave's drawing to a contractor for a quote.
- c. Bridges –
Discussed the Ivory Street bridges. When the town originally applied for the State bridge repair funding the Selectmen questioned whether or not the 43% (where Essex falls on the reimbursement chart) was worth the effort that was required to qualify for it. Norm stated that he had spoken with the state bridges department and had been assured that the process was not difficult or demanding. He has resubmitted and application for funding for the two Ivory Street Bridges.

OTHER BUSINESS:

Billing – Paul asked about the billing and the arrangements that are in the pipeline as of today. They are bit behind on the municipal side. Kelly said CREC should bill us for a percentage of completion on the elementary and submit to her for Norman’s sign off. Kelly asked Bruce did he want to see all the bills going forward. He said yes and that we will and approve them at a building committee meeting before payment.

Bruce discussed the CME contract. Norman said he has asked Gary Riggio to do a walk thru regarding the renovations (at least the bathrooms) in the Town Hall versus hiring an architect. Gary has been the general contractor for the Town Hall for the last 20 years. He could provide us with an estimate to help us decide how to proceed.

Tom Fitzgerald discussed that a hot water heater at the Elementary School is leaking. He feels we need to get a smaller condensing boiler. Norman suggested we get it done, however, would need Board of Finance and Board of Ed approval and would need to be paid for from the Elementary School sinking fund as it is not included in the bonding approval list of projects.

Leigh Rankin asked if the media center project is going to be postponed this year. Tom Fitzgerald said we will need an RFP for that project and that is likely to be a next summer project.

Paul Drummey asked about walk thru scheduled for this afternoon and if there was anything else we wanted him to point out. Norman suggested mentioning to the contractors that they need to remain on target based on the dollars allocated for the project.

ADJOURNMENT:

Bruce Glowac motioned to adjourn the Building Committee Meeting at 8:55 a.m. Motion passed.

Norman Needleman motioned to adjourn Board of Selectmen at 8:55 a.m. Motion passed.

Respectfully submitted,

Yvonne Roziak