

Essex Building Committee

MEETING MINUTES

Wed Oct. 26th 2016

Essex Town Hall Room B **8:00 AM**

Building Committee members in attendance:

Bruce Glowac
Leigh Rankin
Kelly Sterner

Others in attendance:

Norman Needleman, First Selectman (arrived at 8:35 a.m.)
Gary Riggio, Riggio & Sons
Tom Fitzgerald, Region 4 (Absent)
Ryan Welch, Public Works

Meeting called to order at 8:09 a.m.

Approval of previous meeting minutes:

Page 2 under New Business – 3rd paragraph, change the first sentence to read “Bruce inquired about automatic garage door heat cut offs (delete “closers”) and Tom said they were not in this quote, however, doable to put in now or retrofitted later”.

Kelly Sterner made a motion to approve and accept the minutes (as amended) of October 12, 2016, seconded by Bruce Glowac. Passed. Motion carried.

Old Business:

a. Town Hall Land use areas:

- Move – Bruce indicated that the Land Use office move back upstairs went okay. He reiterated that everyone will have to keep offices neat. The public has been praising the new look and openness.
- Renovations Update – Gary indicated that the next phase is opening up the ceiling in auditorium below to look at the floor support before the new filing system gets installed. The engineer will need to sign off to make sure it’s safe. Gary stated they could start the week of election on Friday, Veteran’s

Day, when the Town Hall is officially closed. They need to clean up the corner and sheetrock it up. He confirmed the windows are all in, however, still needs to repair the water damage from downstairs and complete the work on the pipes that need to be finished. With regards to the renovations to the Selectman's office, the lead abatement and new ceiling still need to be installed as well as the A/C in the Selectman's quarters. We'll need to decide where to relocate the folks in the First Selectman's office. This would be approximately two week relocation. The Building Committee will consult with Norman to see when they want to start this project. Tom just needs to complete the duct work and air handlers.

- Kelly inquired about the back entrance and everyone agreed to wait until spring.

b. Ivory Street Bridges: - did not discuss

c. Town Garage:

- Electrical – new building update from Ryan Welch, Public Works. He indicated that the garage is almost complete – doors are in and up being run manually. Bella will hook up all the motors with Carlos hopefully this week. Equipment is being moved in and out at night. Leigh indicated when all the doors are wired; East Coast will come and set up limits.
- The sanders shelves will be going up as soon as everything is done.
- Bruce and Kelly discussed the new heating system going in and confirmed that the new propane tank (1000 gallon) will be going in soon next to the fence. Public works may need to do the site work to prepare for the tank. Kelly will also make sure that only one oil delivery is made to Public Works (and not to fill the “Conn vault” tank).
- Special Inspections / CO – Chuck Brown has indicated that all the paperwork has been submitted.
- HVAC Equipment screen - Bruce and Gary will discuss the screening of the new A/C units outside. They discussed with the neighbors and they would like some kind of barrier and aesthetic improvement. Bruce and the neighbors are thinking a masonry structure with brick to match the building. They would like the enclosure to be high enough so they do not see the unit. This would be approx. 8' high with a gate to access facing the parking lot. Leigh inquired about a veneer vs. actual brick. Gary will get some prices.

d. Town Hall Fire Alarm – Leigh indicated that National Security Corporation walked through the other day to check the current fire alarm system. As soon as she receives something back from them, she will share it with the Building Committee.

New Business: None

Approval of invoices:

Erectors has been paid 90% of contracted amount, the remainder due is \$1,992.00 release the retainage.

Bruce Glowac made a motion to approve the release of the retainage fee of \$1,992.00 to Erectors, seconded by Leigh Rankin. Passed. Motion carried.

Two invoices from Thermomedics for the two purchase orders for Public Works – 1) for the heating \$24,259.00 and 2) for the HVAC - \$3,908.00 for the dog pound.

Leigh Rankin made a motion to approve the two purchase orders from Thermomedics for the heating \$24,259.00 and one for the HVAC - \$3,908.00 for the dog pound, seconded by Kelly Sterner. Passed. Motion carried.

Latham Movers submitted an invoice for a total of \$672.90 to move the land use office back upstairs as well as the items in storage.

Leigh Rankin made a motion to approve the invoice from Latham Movers totaling \$672.90 to move Land Use back upstairs, seconded by Kelly Sterner. Passed. Motion carried.

Digital Back Office bill for the POE switch configuration and the 6 mos. switch rental while the Land Use folks were downstairs for a total of \$500.00.

Leigh Rankin made a motion to approve the invoice from Digital Back Office totaling \$500.00 for the POE switch configuration and the 6 mos. switch rental, seconded by Kelly Sterner. Passed. Motion carried.

Invoice from TelServ, LLC - for wiring the new land use area, this was for the second half of the original cabling invoice \$2,958.18 and for additional cabling needed in floor for \$1,157.57 for a total of \$4,115.75.

Bruce Glowac made a motion to approve the invoices (as stated above) from TelServ, LLC for wiring and additional cable totaling \$4,115.75, seconded by Leigh Rankin. Passed. Motion carried.

WMC – invoice for the continuing work on the bridges totaling \$2,500.00, specifically for the asbestos study.

Bruce Glowac made a motion to approve a WMC invoice for the continuing work on the bridges totaling \$2,500.00 specifically for the asbestos study, seconded by Leigh Rankin. Passed. Motion carried.

Arrow Concrete products submitted 8 invoices for bridge concrete totaling \$76,296.00 – which is about half of the original purchase order for \$149,000.00.

Breakdown of invoices as follows:

- 3,528.00
- 14,080.00
- 10,597.60
- 10,597.60
- 10,597.60
- 10,597.60
- 5,700.00
- 10,597.60

Bruce Glowac made a motion to approve Arrow Concrete products 8 invoices (as listed above) for bridge concrete totaling \$76,296.00, seconded by Kelly Sterner. Passed. Motion carried.

Other business:

Kelly asked Garth Sawyer about reimbursement of the roof project. They are still waiting for attorney sign off. Should be approximately a 25% reimbursement.

Adjournment:

Bruce Glowac made a motion to adjourn 8:52 a.m.

Respectfully submitted,

Yvonne Roziak
Recording Secretary