

Essex Building Committee

MEETING MINUTES

Wed April 6, 2016

Essex Town Hall Room B 8 AM

Building Committee members in attendance:

Bruce Glowac  
Leigh Rankin  
Kelly Sterner

Others in attendance:

Tom Fitzgerald, Region 4  
Norman Needleman, First Selectman  
Gary Riggio, Riggio Construction  
John McNaboe, NE Reworks  
Alan Shepard, Suburban Office Systems

Meeting called to order by Bruce Glowac at 8:06 a.m.

**Approval of previous meeting minutes:**

***Bruce Glowac made a motion to approve the minutes of March 30, 2016, seconded by Kelly Sterner. Passed. Motion carried.***

**Old Business:**

- a. Town Hall Land use areas: Gary and Leigh spoke with Tom King (Thermomedics) regarding the air conditioning. Tom informed Gary that the ceiling is falling down in Land Use area above Joe Budrow's area. This will need to be torn down and reinsulated. It was noted however, that the ceiling is suspended not plaster which will make demo much easier.

Kelly Sterner spoke to the IT people and they have the new install date. Child & Family Services have their intake days on 4/27 and 4/28. Gary will start the day after the referendum which is 5/4 and then the move will take place on the weekend of 5/14 by Latham Moving Co.

- b. Town Hall Air Conditioning: The install will consist of 2 -4 ton DX (direct expansion) systems. The ceiling will need to be dropped in the office next to Maria. Tom will be down today to look at the trunk line. Tom indicated to Leigh that it will be 4-5 week wait period with no possibility of being sooner. Gary indicated that the storage sheds will need to be moved in order to get dumpsters in on the side of the building for the demolition, etc. Norman would like us to be cognizant of any consistent noise during the construction and perhaps install a sound inhibitor. He would also like Tom King to quote ceiling fans in the auditorium.
- c. Town Hall Fire Alarms: Bruce liked setting a date for the list of fire alarm system people to come and do a mandatory walk-thru. Keith Nolin, Fire Marshal, will be here during the walk thru and informed Gary that the overhead garage doors need to be automatic and part of the overall system. A door closer needs to be on the door going into the Land Use office. Leigh inquired as to when we want that fire alarm system installed. Norman indicated this is not critical.
- d. Safe Routes to Schools: Bruce asked if there is a pre-bid for sidewalk contractors. Kelly will check on that. Leigh indicated the sidewalk bid should be in coordination with the school parking lot paving bid on or around the same time. The walk-thru for the sidewalks is 4/25/16 at 10:00 a.m. at the Essex Elementary School and the paving project walk-thru follows at 11:00 a.m. at EES. The actual bid opening is on 5/5/16 at 2:00 p.m. here at the Town Hall in Conf. Room A.
- e. Essex Elementary School Library & Media/Center presentation will be on the Board of Selectmen's meeting agenda for tonight. This is to recommend to Town Meeting an additional \$40K from the EES Capital Improvements Sinking Fund that was approved by the Board of Finance on March 31, 2016.

**New Business:**

- a. Suburban, Site visit – Alan Shepard from Suburban discussed the layouts and various scenarios. Space filing was discussed and should be moved near the steel eye beam due to weight. Land Use people had a few questions regarding the layout. They are requesting a conference room be added so that they can layout plans with customers. Dave DeLeeuw, Building Official, feels we need a complete set of plans for the entire project and to make sure the floor can

support the weight of the file cabinets. Gary will meet with the Engineer and get these plans set up. Alan Shepard estimated that file weight is 1 lbs. per lineal foot. According to recent measurements there are currently 2700 lineal files.

- b. Office partitions will have a 2" adjustment for leveling. Need to measure after demolition for walls, etc. The lead time will be from placing the order to delivery will be 4-6 weeks. Install would be approximately 3 days. The wall panels will include electrical, phone and data jacks. The center workspace plug can be put through the floor or beam box. Gary will share the Suburban install plans with the electrician. Bruce inquired about seeing the panels up front in an office setting. John McNaboe, NE Reworks, will see if he can set an office site visit and will get back to the Building Committee.

Norman will talk to the Land Use folks regarding the addition of the conference room and the revised plan design.

Fabric and color samples of the partition panels will be reviewed by Denise Von Dassel.

Tom Fitzgerald indicated that Scott Jeffrey, Principal, EES, inquired about the solar panels at the school, Bruce will follow up. Scott also wanted to make sure that no school projects will interfere with summer school activities. The Building Committee indicated there shouldn't be any issues.

**Adjournment:**

***Bruce Glowac motioned to adjourn the meeting 9:18 a.m.***

Respectfully submitted,

Yvonne M. Roziak