

**Disclaimer.** Please note, these Minutes have yet to be approved. Check with the department or Town Clerk for updated versions.

**BOARD OF SELECTMEN  
SPECIAL MEETING  
(Joint Meeting with Essex Building Committee)  
Essex Town Hall – Conf. Room A  
April 29, 2015**

**MINUTES**

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

In attendance from BOS: Norman Needleman, First Selectman, Bruce Glowac, Selectman, Absent: Stacia Libby

Essex Building Committee members in attendance: Bruce Glowac, Leigh Rankin, and Kelly Sterner

Others: Tom Hibbard, Hibbard & Rosa Architects, L.L.C, Paul Drummey, CREC, Dave DeLeeuw, Essex, Building Official

**Kelly Sterner moved to approve minutes of April 15, 2015, seconded by Leigh Rankin. Motion Passed.**

**OLD BUSINESS:**

**Elementary School Roof Project –**

Bruce asked Dave DeLeeuw, Building Official, to be present at today's meeting as things have reached a point in this project where things are critical specifically, with the EDO42. He discussed with Dave that he has been brought in to perform the "local review" in that he will be reviewing the final plans as well and require his sign off.

**EDO 42 –**

Bruce asked Paul Drummey, CREC, if the EDO42 application needs to be completed, submitted and be PCB acceptable by next Thursday, May 7 at 9:00 a.m. Paul Drummey confirmed. Kelly Sterner, Finance Director, indicated that she has spoken with the Fire Marshall and Health Director. They will both be in the loop on this project. The ADA Compliance Officer will be Norman Needleman, First Selectman.

**Plan Review –**

Bruce reiterated that plan completion needs to be done by May 4<sup>th</sup>. The BOE would need to meet (with a quorum) the same night. Bruce will talk to Lon Seidman regarding the meeting on 5/4.

**Schedule –**

Plan stamped by 5/1

Plan completion by 5/4 w/plans delivered in a.m.

BOE meeting on 5/4 for Superintendent to sign and Town to sign on 5/5 or 5/6

Plans will then go to Dave DeLeeuw for review on 5/7

Tentative advertising, walk thru dates and opening bid dates were further discussed

**Disclaimer.** Please note, these Minutes have yet to be approved. Check with the department or Town Clerk for updated versions.

**PCB Requirement –**

Waiver has already been forwarded to Jeff Bolton.

Paul Drummey, CREC, indicated that he sent the Hibbard and Rosa contract to the Town for review. Norman Needleman indicated that CIRMA (the Town's Insurance carrier) will also review this and all contracts for the Town. Maria will get out the contracts to CIRMA today.

Bruce excused Paul Drummey and Tom Hibbard at 8:39 a.m.

**NEW BUSINESS:**

**Town Garage & Town Hall Roof Project –**

Norman Needleman indicated that these projects can be held off until fall. They can also separate the bids if it is too complicated coinciding with the school's project. Bruce asked how much does the Town want the Building Committee involved in the remaining Town Hall projects. Norman said he would like the Building Committee to be involved in all of them. Norman discussed the A/C for the Town Hall and he feels improving the windows should be done first in order to get the appropriate A/C system for the Town Hall. Norman suggested he would like to see a quote for time and materials first from a contractor and go from there.

Bruce suggested Lyn Smith, CME, who already submitted a proposal for Architectural Services (including bid document preparation), for the Town Hall re-look at their bid and to possibly include the Town Garage in that proposal. There are several improvements under consideration for the Town Garage. Dave Caroline is drawing up a rough draft at the end of the salt bed at the Town Garage. Bruce would like to see what those designs are at the next meeting. Bruce also suggested we put together a plan of exactly what we're looking to put at the Town Garage site. Leigh suggested Bob Seth with Northern Building Systems be contacted to get his ideas as to what they suggest. Norman agreed for Leigh to investigate into what they have and what would it cost.

**CREC Contract –**

Kelly will get both contracts from CREC and Hibbard & Rosa to Maria for her to send to CIRMA for review/comments and then signatures.

**CME Proposal –**

Bruce reviewed the proposal received from CME and discussed certain items with the Building Committee.

**OTHER BUSINESS:** None

**ADJOURNMENT:**

Kelly Sterner moved to adjourn the Building Committee Meeting at 9:25 a.m., seconded by Leigh Rankin. Motion Passed.

Norman Needleman moved to adjourn the Board of Selectman Meeting at 9:25 a.m., seconded by Bruce Glowac. Motion Passed.

Respectfully submitted,  
Yvonne M. Roziak