

**Essex Building Committee**

**Special Meeting  
Thursday, January 23, 2014  
Essex Town Hall  
29 West Avenue  
Essex, CT 06426**

**1. Call to Order**

Bruce Glowac called the meeting to order at 5:06 p.m.

**Members Present**

- Bruce Glowac
- Leigh Rankin
- Kelly Sterner

**Others Present**

- Evelyn Smith, Director, Architecture, CME
- Betsy McLaughlin, Recording Clerk

**2. Review and approval of Previous Meeting Minutes (12/5/13)**

A motion was made by Kelly Sterner to approve the December 5, 2013 meeting minutes. Bruce Glowac seconded the motion. It was unanimously approved. Motion carried.

**3. New Business**

**a. Town Hall Space Utilization Study**

**b. Space Reorganization Recommendation**

Bruce Glowac stated that the primary purpose of the meeting was for Evelyn Smith, CME, to present a town hall space utilization study.

Evelyn Smith stated that she met with First Selectman Norm Needleman before the meeting and presented him with the space utilization study and reorganization recommendations. She provided Building Committee members with the same information, which shows existing and proposed square footage, a building program for each of the areas included in the space program, and some sketches showing various concepts for the changes under consideration. The committee reviewed and discussed the concepts presented.

Concept A shows a reorganization of the existing space, Concept B shows a modified footprint of Concept A, and Concept C is for a three story addition with a ground floor building entrance and auditorium foyer, a first floor with meeting rooms and a Social Services suite, and a second floor for land use expansion. Concept D is for a second floor addition to the Resident Trooper building. Evelyn thinks that conceptually we can make the changes needed work within the existing envelope. She also stated that the square footage requirements are based on a five-year projection because everyone has indicated that there are no expansion plans in the foreseeable future, and there is an office which could be used for a permanent planner if needed.

She stated that First Selectman Needleman suggested gutting the whole area to make a reasonable size Superintendent's office and moving the Land Use group down a little bit further. He has also asked her to look at a new entrance foyer for the auditorium.

#### c. Other Building Improvements

CME has reviewed and documented the condition of the existing windows and concluded that approximately 47 of the 60 windows remain to be replaced. A cost estimate for replacement from New England Joinery Works, Inc. is \$113,145, which does not include testing for hazardous materials or abatement. Testing for both is recommended and the cost should be included in the budget.

CME has also reviewed toilet room upgrades in light of ADA and thinks we can work with our existing space to make them ADA compliant.

A Mechanical Engineer is coming on Friday, January 24, 2014 to review Town Hall needs, including the need for ventilation and a desire to have air conditioning. We should have a report on this next week. This review should also help Evelyn to determine what needs to be done on the roof.

CME has not yet looked at the stairwells or another entrance in the back separate from the addition, which they have been asked to do.

Members agreed that we need to provide direction as to what Evelyn should work on next. Although no one sees a blazing need for additional space, it was agreed that she would rework plans given First Selectman Needleman's comments, to focus on Concepts A, B, and D, get pricing for everything, and that whatever we ultimately decide to present should be based on need. Evelyn will provide numbers next week via e-mail.

#### 4. Old Business

##### a. Review Projects

##### Essex Elementary School

Bruce Glowac stated that the school project seems to be gelling, and that the only new item is Dr. Levy's request to see if a reconfiguration of the entrance area at Essex Elementary School could be rolled into this project to address security issues.

##### Town Garage

It was noted that First Selectman Needleman would like a new salt shed. There are pre fab ones that are offered menu style so you can choose the foundation, heating, lighting, etc. Evelyn will look into prefab salt sheds to replace the existing salt shed. In addition, a new roof is needed and it would be nice to have a new boiler which may result in some savings in heating oil.

##### Bridge Update

Kelly Sterner stated that the bridge replacement is going to be taken out of the capital bonding project because authorization for this is needed sooner.

## **5. Other Business**

### **a. Time Line**

The Committee needs consensus as to what we are going to present in the next couple of months so plans can be presented after budget season. Evelyn Smith will put together some firm numbers for the projects being considered, and Bruce Glowac will ask Tom Fitzgerald for an outline of what they are trying to accomplish in terms of security for Essex Elementary School.

### **b. Set next meeting date**

The next meeting was set for Monday, February 3, 2014 at 5:00 p.m. at the Essex Town Hall.

### **c. Other: None**

## **2. Adjournment**

A motion was made by Kelly Sterner to adjourn the meeting at 6:03 p.m. Bruce Glowac seconded the motion. It was unanimously approved. Motion carried.

Respectfully Submitted,

Betsy McLaughlin, Clerk