

## **Essex Building Committee**

### **Special Meeting Wednesday, April 30, 2014 Essex Town Hall Meeting Room B**

#### **1. Call to Order**

Bruce Glowac called the meeting to order at 4:37 p.m.

##### **Members Present**

Bruce Glowac  
Leigh Rankin  
Kelly Sterner

##### **Others Present**

Evelyn (Lyn) Smith, Director, Architecture, CME  
Betsy McLaughlin, Recording Clerk

#### **2. Review and Approval of Previous Meeting Minutes (4/7/14)**

*A motion was made by Kelly Sterner to approve the April 7, 2014 meeting minutes. Bruce Glowac seconded the motion. It was unanimously approved. Motion carried.*

#### **3. Old Business/Project Review**

A quick review was made of the projects using the updated Capital Planning Budget Summary dated April 30, 2014 as a guide.

At the Essex Elementary School, the roof replacement at \$1,300,000, the media center at \$185,000, air quality improvements at \$300,000, fuel conversion at \$110,000, and parking & paving are in. Security enhancements and energy efficiency upgrades are being taken out.

If the grant is received for the Public Works Department Project that has been applied for, that will come out. If not, that project stays in. We should know about this within the next two months.

At the Town Hall, the roof replacement, modification of the existing Land Use/Selectman's Office, toilet room code compliance, window replacements, and a cooling system stay in. Entrance improvements, staircase renovations and landscape enhancements are being taken out, and the bridges are a given.

The numbers are starting to gel for the projects but some still need to be refined.

#### **4. New Business**

Lyn Smith presented a cost estimate for paving at Essex Elementary School, and Leigh Rankin provided two paving quotes that she obtained for same. One was from B&L Construction for \$202,000; the other from Sullivan Paving for \$180,000. The proposals were reviewed and discussed, as well as discussion about the paving and parking needs at the school. Lyn will review her cost estimate in light of these discussions and the other quotes. It was decided to change the placeholder for the parking and paving to \$225,000 for now.

Lyn spoke with Scott Jeffrey about the media center renovations, and he agreed that all of the things she thought might need to be added do need to be added. He is going to get back to Demco and look into two other vendors for the renovations. Lyn will review this again with Scott to come up with a figure we are comfortable with.

Clarification was made that all of the toilet rooms will be made code compliant as part of the project, so that number will be changed from \$60,000 to \$120,000.

Lyn met with two representatives from a local firm who contacted her about "Daylighting" at the Essex Elementary School. After a review of the school, they have suggested units for 14 locations. The committee discussed whether this should be something to be considered for this project, and it was decided to wait for a proposal before a decision is made.

Lyn shared some information that she obtained from the Town of Groton regarding digitization of files, and possible options for accomplishing digitization of the files was discussed.

***A motion was made by Kelly Sterner to include a line item of \$70,000 for digitization of the land use records. Leigh Rankin seconded the motion. It was unanimously approved. Motion carried.***

Bruce Glowac is tentatively scheduled to meet Tom King, Chief Engineer from Thermo Medics, at Town Hall on Thursday, May 8, 2014 at 2:30 p.m. to do a walk-thru of the air conditioning and invited everyone to attend if they would like to be there.

Lyn provided a new drawing for the Land Use/Selectman's Office based on the changes discussed at the last meeting, which includes glass partitioning.

## **5. Other Business**

Next steps in the process were discussed, which include meeting with First Selectman Norm Needleman, presenting the project to the Board of Selectmen and the Board of Finance, and then at a public hearing, all of which would take place in the June/July timeframe. Lyn Smith will put a package together with an executive summary and details of the projects for everyone, which will also be posted on the Town website. Leigh Rankin has a sample she will share with everyone to see how we like the format.

The next meeting was set for Tuesday, May 27, 2014 at 4:30 p.m. at the Essex Town Hall.

## **6. Adjournment**

***A motion was made by Leigh Rankin to adjourn the meeting at 5:43 p.m. Kelly Sterner seconded the motion. It was unanimously approved. Motion carried.***

**Respectfully Submitted,**

**Betsy McLaughlin, Clerk**

**Disclaimer: Please note that these minutes are unapproved until the next meeting.**