

Essex Building Committee

MEETING MINUTES

Wednesday, October 11, 2017

Essex Town Hall Room B 8 AM

Building Committee members in attendance:

Bruce Glowac

Leigh Rankin

Kelly Sterner

Others in attendance:

Norman Needleman, First Selectman

Gary Riggio, Riggio & Sons

Bob Doane, Doane Engineering

Bruce Glowac called the meeting to order at 8:06 a.m.

**Approval of previous meeting minutes:**

***Bruce Glowac moved to approve the minutes of September 21, 2017, seconded by Leigh Rankin. Passed. Motion carried.***

**Old Business:**

- a. Town Hall
- b. Rear Entrance Project & Bids: Bob indicated the vendor will start saw cutting today or tomorrow. The first entrance will be blocked off during construction and they will work the weekends to hopefully be done within 2 ½ weeks. They will be taking the pavement off. They will be forklifting the flower pots to the side of the building where the sheds used to reside. Bob discussed the door that needs to be changed for ADA compliancy and inquired as to who would be doing it.
- c. Lavatory renovations – Bruce discussed our budget and how much money was left and asked Gary's timeline with regards to his schedule. He has contracts coming in this week and indicated that it depends on if we have confirmation as to where the actual shower room will be placed. Bruce will discuss with Norman again as the consensus with the Building Committee to revisit the move of the shower back downstairs. Bruce asked the committee their thoughts as to how to proceed. They believe that the ultimate decision will remain with Norman. Gary will revisit his contract with regards to the flooring material to see if he can't get the cost down.

***Bruce Glowac made a motion to approve the bathroom renovations contingent upon further review and price adjustments, seconded by Leigh Rankin. Passed. Motion Carried.***

- d. Tank Removal – Leigh indicated the convault is being shipped the week of 10/29. Kelly indicated that the company that holds our underground tank insurance policy requires they be notified at least 5 days ahead of time so that they can be here when it gets removed. Bruce inquired as to when the convault arrives does a stone pad get put in place that it goes on? Leigh believes that it does come with the pad. Leigh will put a schedule together once it has been shipped.
- e. Back stairwell – Bruce indicated that we need to figure out who should perform the work on the back stairwell so it looks similar to the front entrance. The Building Committee agrees they should sub contract out this work in pieces. Painting the walls, new lighting, and a deep ceiling is needed (to cover the ceiling pipes or box them in), tile and stair treads. Kelly will be in charge of color selection. Norman would like the back door done first and then work on the stairwell items.

#### **New Business:**

Bruce discussed the Walnut Street Bridge. The contractor has hit granite which is causing delays. They brought in a second drill for the granite and the cable broke. Things are going very slowly and they will be asking (in writing) for extension beyond the 11/30 date to a date in the first week in December. One of the catch basins turns out is on WMC's drawing which says it drains off in the woods and it doesn't connect. We will write a letter to WMC to redo the design and to include the drain in the project. If they don't do it, BL will do it.

#### **Approval of invoices:**

2 WMC invoices design consultation services during construction – \$4,000.00 and \$1,187.50

1 invoice from BL for inspection services: \$26,421.58

***Bruce Glowac made a motion to approve the two invoices totaling \$5,187.50 from WMC, seconded by Leigh Rankin. Passed. Motion carried.***

***Brue Glowac made a motion to approve the invoice totaling \$26,421.58 from BL, seconded by Leigh Rankin. Passed. Motion carried.***

#### **Other business:**

Bruce discussed with Norman the Building Committee's previous discussion regarding moving the bathroom from the second floor back to the ground floor as it seems to make more sense. Norman indicated the Building Committee could do what they felt best if it didn't cost a lot of money. Leigh suggested we wait for Gary to come back with a possible cost reduction on the flooring to see where we're at.

**Adjournment:**

Meeting was adjourned at 9:01 a.m.

Respectfully submitted,

Yvonne Roziak, Recording Secretary