

**Town of Essex
29 West Avenue
Essex, CT – Essex Elementary
School Office Conference
Room**

November 25, 2015

**Building Committee
MINUTES**

Building Committee members in attendance:

Bruce Glowac
Leigh Rankin
Kelly Sterner

Others: Paul Drummey
Tom Fitzgerald, Region #4

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

Approval of Minutes:

Kelly Sterner moved to approve the minutes of November 18, 2015, seconded by Leigh Rankin. Passed unanimously. Motion carried.

New Business:

- a. Projects Review (Paul Drummey) – Paul indicated Silktown is here (EES) for the work associated with the roof top units for the cafeteria and gymnasium, and will be covering up the holes with temporary covers. Tom King (Thermomedics) is lifting up the final curb and putting on the gym now. Paul gave an update on the punch lists. The foil tapes on the corners of Town Hall are completed and seams at EES are also completed. He has an AIA document for Bruce’s signature in his truck and he will start work on the State change order immediately. Paul presented a letter from the State School Facilities Unit requiring considerably more information than originally requested. Paul will go to the State to get more clarification. Kelly will also check with our Town planner regarding some of the information.
- b. CREC fees, additional work – Paul discussed with Bruce his additional duties for the roof cut and curb work coordination and management. This was not included in the

original scope of work. He proposed an additional lump sum of \$2,000. Bruce acknowledged that the work was in addition to the original scope of work and thanked Paul for his services and job well done. He then asked if anyone had any questions regarding the proposal.

Motion made by Bruce Glowac to accept and pay the lump sum of \$2,000 to CREC for additional project management services provided by Paul Drummey. Seconded by Kelly Sterner. Passed unanimously. Motion carried.

- c. Curb cuts & roof work costs & estimates – The curb cut costs to date came in at \$30,719.55 from Silktown. Paul stated that it appears everything is in order. Bruce noted that although it was expensive, this was significantly lower than our original estimates.

Motion made by Bruce Glowac to pay Silktown's invoice of \$30,719.55 for the EES roof cuts & AC curb installations, seconded by Kelly Sterner. Passed unanimously. Motion carried.

Bruce asked Leigh if Tom King is going to put the school A/C units in before snow falls. Leigh responded that the units are here and his plan is to get them installed ASAP.

- d. Town Garage Energy Audit – a free energy audit has been performed by the Citizens for Clean Energy Committee. Bruce will let everyone know the results.

Old Business:

- a. Essex Elem Site work – Bruce emailed Bob Doane and asked him to do a walk thru. Our goal should be spring time to be ready to go out to bid. Leigh will rough something out to build on by March.
- b. Town Hall Renovations – Bruce called Gary Riggio to have his person come look at the bathrooms for ADA compliance. He didn't realize we were changing the plans on the bathrooms and the Land Use Renovations. He said he would do a walk thru with Bruce and come back to one of the Building Committee meetings with his ideas.

Tom Fitzgerald indicated he need and has costs for programming of the AC units. He asked if this should be a school expense. Bruce said yes. Tom also stated that Mechanical Maintenance still has work to be done on the library unit they installed.

Payment of Invoices:

- a. Roof Structural engineering work – Approved
- b. Silktown Curb cuts & riser work for Café and Gym, Not yet approved, however, will be in the \$20+K range. Four lifts for two days made the costs go up significantly.

c. CREC invoices – Approved

Kelly inquired as to the fact that since the punch list is now done, are we still holding back on payment to Silktown or authorizing full payment?

Bruce Glowac made a motion to process full payment to Silktown (other than the retainage), seconded by Leigh Rankin. Passed unanimously. Motion carried.

Other Business:

Kelly indicated that the Bond anticipation note money was received in the amount of \$5,264,044. Some of the money will now be used to reimburse the Town for project expenditures to date.

Leigh is a member of the elementary subcommittee for the media center renovation. Leigh stated the group has some good ideas. She indicated that lighting may be an issue and may need to be upgraded.

Tom Fitzgerald indicated that quote for asbestos abatement for the Library / media center came in at about \$20,000. Bruce suggested he sign the agreement, to lock in the price and the date. It did not include air testing which is required. Tom will check out a couple of vendors for that.

Adjournment:

Bruce made a motion to adjourn the meeting at 8:45 a.m.

Respectfully submitted,

Yvonne M. Roziak