

**Essex Building Committee
Town of Essex
29 West Avenue
Essex, CT
Conference Room B**

March 2, 2016

MEETING MINUTES

Building Committee members in attendance:

Bruce Glowac
Leigh Rankin
Kelly Sterner

Others in attendance:

Tom Fitzgerald, Region #4
Norman Needleman, First Selectman
Gary Riggio, Riggio Construction
Bob Doane, Doane Engineering

Meeting called to order by Bruce Glowac at 8:05 a.m.

Approval of Minutes:

Leigh Rankin moved to approve the minutes of February 17, 2016, seconded by Kelly Sterner. Passed unanimously. Motion carried.

Old Business:

- a. Essex Elementary School – Bob Doane – Bob discussed the plans he brought with him on Ingham Hill Road as an example for the EES paving project. Bob has suggested several things to add, protection of manholes to the grade, etc. Tom Fitzgerald has a more current map of the school lot plans on CAD and on CD's that he will send to Bob. Bob will use the plan and shade the sections that need to be done as well as indicate what would need to be done in those areas. Leigh pulled together a draft "scope of work" for the project and suggests to incorporate this plan and make it simple for bidders. Bruce said timing is critical. Leigh came up with several dates 4/15 for a bid opening then 6/27 as a start date with completion date of 8/12. Other thoughts are to just push it to the month of July. Bob said the tennis courts need to have pavement removal vs. pavement grinding. Tom Fitzgerald indicated that Scott Jeffrey, EES

Principal, asked about adding a sidewalk and a small paved area be added to the project. The Building Committee feels this should be tabled for another time as it appears to be a separate project. Bruce asked Bob about his timing. He will look at Tom's CAD plan and he will let us know his time schedule. Bob suggested we have this project submitted as a bid. Bob will update the plan and submit by end of March. Leigh will continue on the scope of work and Bob will work on the specifications and meet back in two weeks to discuss with the Building Committee. Bruce suggested a meeting with Scott Jeffrey, Principal, EES and Mary Ellen Barnes, Park & Rec with regards to Park & Rec's summer schedule.

- b. Town Garage – Bob's test holes found solid concrete at 2'. He received a call from Zach at Northern Building Systems and discussed the fact they may need to do pouring's at each corner. He has no idea if the existing concrete is 2' or 10'. The building is 8 weeks away from being delivered. Will still need to order overhead doors and the cost will be \$10K w/o automatic door functions versus \$15K with auto door openings. Norman would also like to go with remote controls for the automatic doors. Norman would also like all locks to be re-keyed for the new building and existing buildings.
- c. Essex Elem School Library & A/C – Leigh has a couple of proposed layouts for the Library Media Center and that they will be going to the Board of Education next week with their theme boards. Once they have selected one, they will then forward that to the Building Committee for review.

Tom King, Thermomedics, continues to work from 3-11 at the school to finish the A/C. Three wings are already done and the electrician will be there next week. He should be complete by summer.

- d. Land use offices (Gary Riggio)
 - Hazardous Material – Gary distributed information from Mystic Air Quality for lead and asbestos. Lead appears high, recommendation was to take it all out and be done with it. Asbestos is in pretty good shape and didn't find any blackboard in the Land Use area. ADCON will send a quote to Gary for the abatement portion of this project. The encapsulation will be in the ceiling level.

- Bathroom design – Denise is currently working on the layout of bathrooms as well as the railings for the back entrance to Town Hall. Bob Doane’s part is done (with regards to the back entrance) and he will run it by Dave DeLeeuw, Building Official, for sign off.
- Time Schedule – Gary’s schedule is that he could get a crew in here soon as the lead abatement done. Bruce suggested we sketch out a plan for downstairs with temporary walls and removable partitions. Bruce will talk with the Registrars with regards to their needs for the upcoming elections. A meeting will be scheduled with everyone concerned and discuss the move.

New Business:

Leigh Rankin talked with Dick Brown (Ruby Glass) and she has something that she can get him with regards to a layout. Dick has written up something on the materials and is waiting on the labor portion. He is pricing it as all glass at this point, versus glass and panel. Norman would like to layout this project on a formal timeline.

Approval of Invoices:

Kelly submitted a final invoice from Silktown for the completed roofs at Town Hall and Public Works (roof retainage) – totaling \$14,038.05.

Bruce Glowac made a motion to approve the invoice for payment in the amount of \$14,038.05, seconded by Leigh Rankin. Passed unanimously. Motioned carried.

Other business:

Norman discussed the fire protection needs and that it needs to be brought back to the table as soon as possible. He requested we get a company down here for a proposal. Keith Nolin’s scope is available and he would need to be involved in the meeting with the vendor.

Kelly distributed a list of the Proposed/Identified Capital Projects for the remaining fiscal year 2015-2016.

Bruce motioned to adjourn at 9:10 a.m. Passed unanimously. Motion carried.

Respectfully submitted,

Yvonne M. Roziak