

**Town of Essex  
29 West Avenue  
Essex, CT – Meeting Room A**

**Building Committee**

**October 7, 2015**

**MINUTES**

Building Committee members in attendance:

Bruce Glowac  
Leigh Rankin  
Kelly Sterner

Others: Paul Drummey, CREC  
Tom Hibbard, H&R  
Tom Fitzgerald, Region #4  
Norman Needleman, First Selectman (absent)

Meeting called to order by Bruce Glowac at 8:01 a.m.

**Approval of Minutes:**

***Kelly Sterner made a motion to approve the minutes of September 16, 2015, seconded by Leigh Rankin. Passed. Motion carried.***

**CREC Report:**

Paul discussed the EES A wing change orders which need to be reviewed by Tom (H&R) as he originally thought HRA had already reviewed them.

- a. **Change Orders – EES - A Wing** - 9/16 was the last meeting with the Building Committee to discuss change orders for EES and to provide back up. On 9/28, Paul went to Silktown and reviewed all projects with John McConville and John originally thought they were basic change orders. On 10/1, another meeting with Tom Fitzgerald and Mark Malcarne from Tremco. Tremco also indicated that these change orders were par for the course. He spoke to John McConville this morning and John agreed there was an error. Tremco also agreed there was an error on the cap and the sleep covers as well as the pitch boxes

were a total and not per unit. Paul distributed a review with new numbers. John agreed there will be a revised description of work with new numbers and he (John McConville) did not review the change numbers. Leigh suggested this be priced out separate from this project. Paul Drummey agreed.

Regarding Essex Elementary School, the change orders were adjusted with regards to the sheetrock.

All changes are put in the AIA document (Bruce and John McConville will sign these) and the state documents that will require signature will signed by Tom Hibbard (H&R), Ruth Levy, John McConville & Kelly Sterner. PCT's (plan completion tests) for the state were reviewed by Paul and Tom (H&R). Tom (H&R) presented the AIA change order document to review with Paul. Paul Drummey suggested the process be that Ruth signs, Kelly and then John McConville, he will put in it in their typical format and Paul will hand deliver the AIA document to the State so he has a date stamp. He will then scan it and get it back to the Building Committee.

b. **A.C. Roof Work –**

Bruce asked Paul if this work (the new sleepers) can be rolled into current roof project Silkton would need to be on board for the roof cuts and should it be done (T&M). It was never in the scope of this project. Bruce asked Tom (H&R) is this change order worth it.

The Building Committee would like to get this done if all parties are available before Silkton is offsite. Tom from Thermomedics will mark the cuts out on the roof. Note: Tectum is consistent throughout the remainder of the building.

***Motion made by Leigh Rankin to have Paul Drummey instruct Silkton to proceed on T&M to install curbs and roof cuts for the remaining AC units at EES, seconded by Kelly Sterner. Passed. Motion carried.***

Leigh would like to notify Tom (Thermomedics) to give him enough time to get the roof cuts identified and get a rough sketch to share with Silkton.

Warranty from Tremco given to Kelly from Paul for EES. Warranty from Town Hall and Town Garage will be here shortly. Tom Fitzgerald asked Kelly for a copy of the Warranty for him to have on file at the school.

**Town Hall** – the mechanicals on top of this roof was the first PCO. Second was on the Police Station Roof. The others were distributed on the PCO that was handed out. Bruce indicated they have an expedite fee that needs to be removed. The Building Committee will hold onto the PCO's and will continue to review them.

Town Hall - OCM meeting was short, no issues 100% ok from the Tremco inspector.

There are no leaks.

Town Garage looks good and only one PCO for exhaust fans is left on the Town Hall roof.

Tom Fitzgerald asked Paul about the surface caulking on the EES roof. Paul asked Tom (H&R) to concur to remove the copings and redo the sealing.

- c. **BSF Project # & reimbursement** – Kelly indicated we did receive the official letter from the state giving us the official project number and percentage reimbursement on eligible costs.

***Motion made to approve all the change orders in the AIA document for the State by Leigh Rankin, seconded by Kelly Sterner. Passed. Motion carried.***

**Old Business:**

- a. Town Hall A. C. – Tom (Thermomedics) wants to button everything up tomorrow with the electrician. He will go to EES from here to mark-up roof cuts.
- b. ConVault Tank – Tom Fitzgerald indicated there is no new info from East Lyme on the purchase of the tank. The Building Committee is looking into moving the 6000 tank to Valley Regional High School. Tom will reach back out to East Lyme and see where they are. This will also be discussed tonight at the Board of Selectmen meeting.
- c. Roof Vents – going in next week
- d. Fire Alarm proposal – nothing new to report
- e. Town Garage expansion (Plans) – Waiting on permit from IWWC at next commission meeting. Bruce Glowac asked if we should go ahead with the foundation. Leigh will follow up with vendor that submitted a quote and go back to them to see if still valid. She will present at the next meeting.
- f. Essex Elem. Site Work – nothing new to report. Need to get our surveyor out to look at the drainage.
- g. Land Use Offices – nothing new to report. We will continue to proceed. Partitions still need to be seen. The Building Committee will walk the bathrooms next week and then sketch a plan. Mr. Cook will be invited to Building Committee meeting next week to discuss his experience with various partition options.

Norman asked about the bridges and where we are on the next steps. Bruce will contact him and give him a timeline. Bruce will also invite him to the next meeting. We need to be on this starting in the Spring.

**New Business:**

- a. Solar proposal EES – Tom Fitzgerald asked about layouts being changed with latest changes and the Building Committee indicated yes, there would be changes; however, they will be minor. It was decided that this project be tabled for another few weeks.

Leigh inquired about the quotes she shared on the EES cafeteria rooftop units and the gym needs. Leigh is reviewing the quotes and it includes the materials.

***Leigh Rankin made a motion to accept the additional pricing from Thermomedics for AC in the cafeteria and gymnasium at the EES, seconded by Bruce Glowac. Passed. Motion carried.***

**Approval of invoices:**

***Bruce Glowac made a motion to approve a bill from Mechanical Maintenance for condenser and evaporator coil totaling \$13,131.60 (subject to Tom Fitzgerald's approval), seconded by Leigh Rankin. Passed. Motion carried***

***Bruce Glowac made a motion to approve the two Silktown Roofing applications totaling \$60,408.79 and \$78,200.01, seconded by Leigh Rankin. Passed. Motion carried.***

**Adjournment:**

***Bruce Glowac motioned to adjourn at 9: 17 a.m. Passed. Motion carried.***

Respectfully submitted,

Yvonne M. Roziak  
Recording Secretary