

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

March 30, 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 Collins

Meeting called to order by Bruce Glowac at 8:02 a.m.

Approval of previous meeting minutes:

Kelly had one correction on page 2. Under **d.** Land use offices, item **i.** Third sentence need to remove the word “beds” and replace with “include”.

Bruce Glowac made a motion to approve the minutes (as amended) of March 16, 2016, seconded by Kelly Sterner. Passed unanimously. Motion carried.

Old Business:

- a. Essex Elementary School – Paving

Project Coordination,” Safe Sidewalks for School” – Bob Doane indicated the bid was ready to go out and we should notify the bidders with a note that says “please note - will be done in conjunction with the EES paving project.” EES paving project should also include re-stripping of parking lot. The side entrance sidewalk to the front of the building should butt up against the wall. Bob is

looking at a curved sidewalk with a 6" reveal. Bob will talk to Maria and get wording to be added to the bid ASAP.

- b. Town Garage - Foundation Plan –Bob believes they can be spread footings. Bob will call Charles Brown to see if he will design a foundation plan. Leigh has no delivery date on the building as yet, she will follow up.
- c. Essex Elem School Library & A/C – Leigh indicated that Tom King (Thermomedics) is just about completed with the air conditioning project at the Elementary School. Leigh indicated that the EES Board of Ed will present plans for the library renovations to the BOF on Thursday night – March 31, 2016.
- d. Land use offices (Gary Riggio)
 - i. Start date – A meeting was held with Town Hall employee's, and it was decided that Norman will give Land Use more room in the auditorium. It is now going to be 30' vs. 18' from the kitchen wall (half of the auditorium). Norman will also request that the Sailing Masters move their ball to the Meeting House that was scheduled for May 7th.
 - ii. Time line – Construction schedule is still set for April 27, 28 & 29. It will then stop and restart after the referendum. Temporary walls will be put up and the seating map is done. The plan is to move Land Use downstairs on Saturday, May 7th. Kelly has lined up phones and internet installs. Tom (Thermomedics) will work on an air/cooling system for the auditorium.
 - iii. Auditorium prep – Kelly reviewed the layout with Gary and the Building Committee. The public service window was also discussed and this will need to be ADA compliant. Kelly will confirm this with Dave DeLeeuw.

Gary was on the Town Hall roof yesterday along with an engineer. The engineer does not want to put the A/C unit on roof. He thinks the lower roof near elevator shaft would work and duct it into the wall. May need to put in a couple of beams just outside the elevator, and set the unit on those beams so that the unit is elevated. Gary will hold off on the engineer's ideas on the roof and will wait to hear from the Building Committee.

Gary received an email from to Nortech Environmental with regards to the abatement & dumpster. They would like to send the paperwork in and get going on this project. Bruce told Gary to have him proceed as scheduled.

Kelly distributed a DRAFT timeline for Gary's review and asked for his input. Norman wanted to know when the Land Use upstairs partition walls would need to be ordered from Suburban. Kelly indicated they take approximately 6 weeks. Norman recommended to take a field trip over to Suburban and to look at the partitions. Kelly will call and set up an appointment. Gary suggested that we inquire about the partitions and for them to have adjustable feet to accommodate the uneven floor.

Bathrooms – Denise is still working on this project. Gary asked should she start selecting tiles that are cost effective and are attractive. Bruce responded, yes. Leigh inquired about the floor and Gary responded we would need to cut up the floor. Bruce asked Gary to come up with budget numbers to do one bathroom vs. the two. Dave DeLeeuw, Building Official, indicated permits will need to be pulled on these projects and Gary has agreed to pull them.

- e. Town Hall Fire Alarms – Bruce distributed the list of items that Keith Nolin, Fire Marshal, had initially discussed. Tom talked with Allstate Fire and they would like to bid and would like to come out and look at the system. Leigh suggested we will pull together a group of vendors to do a mini building walk-thru so that everyone hears the same thing and are bidding on the same thing. Everyone agreed that that was a good idea.

New Business:

- a. Town Hall A/C options – Discussion to continue this afternoon. Tom King will visit the site with Leigh.

Approval of Invoices:

Land Use Office Move:

Digital Back Office proposal to do phone internet and firewall and install a rented POE switch for Land Use move to auditorium - \$500.00 labor and parts- Norman signed and approved as a Town Hall operating budget expense.

Latham Movers quoted \$2,723.00 to move Land Use offices down to auditorium and back.

Bruce made a motion to accept and approve the Latham proposal for the Land Use office move in the amount of \$2,723.00. Seconded by Leigh Rankin. Passed unanimously. Motion carried.

Doane Engineering – Engineering and design work - \$2,085.00

Thermomedics – A/C progress payment project at Elementary school - \$90,003.54.

Bruce Glowac moved to approve both invoices for Doane & Thermomedics, seconded by Leigh Rankin. Passed unanimously. Motion carried.

Other business:

Bruce Glowac adjourned the meeting at 9:01 a.m.

Respectfully submitted,

Yvonne M. Roziak