

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

**December 31, 2015**

**MEETING MINUTES**

Building Committee members in attendance:

Bruce Glowac  
Leigh Rankin  
Kelly Sterner

Others in attendance:

Tom Fitzgerald, Region #4  
Norman Needleman, First Selectman (arrived at 8:30 a.m.)  
Gary Riggio, Riggio Construction

Meeting called to order by Bruce Glowac at 8:11 a.m.

**Approval of previous meeting minutes:**

***Bruce Glowac moved to approve the minutes of December 16, 2015, seconded by Kelly Sterner. Passed unanimously. Motion carried.***

**New Business:**

- a. Elementary School Paving RFP – Tom Fitzgerald mentioned an issue in the front lawn of the school and that a dry well is starting to cave in. Roof drains from the front of school are going into this dry well and is causing a sink hole. He will call and have someone look into tying it into the state drain. Norman suggested that Tom check with Dave Caroline on this as well.
- b. Bruce provided copies of a letter received from Ameri-Energy to the Building Committee members. He asked members to review the letter so it could be

discussed at the next meeting. A copy of the letter will also be sent to Attorney Royston.

**Old Business:**

- a. Land use offices, Gary Riggio – Gary discussed what was in the ceiling and what he and the truss company had found. He had pictures of what they discovered including 4 beams going from the wall where the file cabinets are in Joe Budrow’s office to the other wall. This is what was put in place to carry the roof ridge. Due to the loading on that wall the truss company cannot find a big enough truss to free span the distance. Gary continued to discuss what walls are supported by the beams in the auditorium. In order to take out the wall we want to remove, we would need something substantial to put in its place. He asked Bruce how far we wanted to pursue this option. If we still wanted to go further it would require more work and additional costs. A structural engineer would need to come in and look at the situation and give us whatever options would be available. Gary and the Building Committee then took a walk over to the land use area to further discuss his findings and other possible options. Gary outlined what some of these scenarios might look like in a revised land use space. He is also expressed concerned about some of the cracks in the walls above the doorway into the building department and health department hallway. He feels Dave DeLeeuw, Building Official, will definitely want us to get sign off from a structural engineer. Gary will call a few contacts he has to see if he could get someone out here ASAP to see what can be done and when. The committee discussed how to proceed and It was agreed to go forward and get a structural engineer to look at this project.

Bruce inquired about the bathrooms. Gary indicated that Denise is still looking at bathroom designs. Simplest thing would be to flip flop the men’s/ladies rooms. Both men’s rooms have Janitor’s closets and they can make both of them with a shower and also be ADA compliant. One of these bathrooms will be on one floor and one will be on another floor.

Gary left the meeting at 8:35 a.m.

**Approval of invoices:**

Kelly submitted an invoice for payment of \$2,000 for additional management services from CREC. The additional services were for Paul Drummy's work related to the roof cuts and air conditioning installations. The amount was agreed to in the meeting minutes from 11/25/15.

***Motion made to pay the invoice totaling \$2,000 as presented by Bruce Glowac, seconded by Kelly Sterner. Passed unanimously. Motion carried.***

**Other business:**

Bruce asked Norman about the fire suppression committee regarding the vault. Norman will call together a committee including Keith, Dave and Joel to get this started. Bruce will call a few fire protection companies and get some quotes. Tom also has a name of someone he can call to get a quote.

**Adjournment:**

**Motion made by Bruce Glowac to adjourn the meeting at 8:51 a.m. seconded by Leigh Rankin. Passed unanimously. Motion carried.**

Respectfully submitted,

Yvonne M. Roziak