

Essex Building Committee

Special Meeting  
Thursday, February 6, 2014  
Essex Town Hall

1. Call to Order

Bruce Glowac called the meeting to order at 4:10 p.m.

Members Present

- Bruce Glowac
- Leigh Rankin
- Kelly Sterner

Others Present

- Evelyn (Lyn) Smith, Director, Architecture, CME
- Betsy McLaughlin, Recording Clerk

2. Review and Approval of Previous Meeting Minutes (1/23/14)

A motion was made by Leigh Rankin to approve the January 23, 2014 meeting minutes. Kelly Sterner seconded the motion. It was unanimously approved. Motion carried.

3. New Business

a. CME Info & Costs Estimates (Lyn Smith)

Lyn Smith, CME, presented proposals for the following projects: (1) air conditioning at Essex Town Hall; (2) the Land Use Suite Upgrade; (3) the Town Hall Roof Replacement; and (4) Stair Hall Modifications.

Air Conditioning

- The Town Hall Air Conditioning Evaluation prepared by Salamone & Associates, P.C., Consulting Engineers, on how to put air conditioning throughout the Town Hall was reviewed and discussed. The Committee needs to decide whether or not to agree with their recommendations and then take a hard look at what their recommendations would involve, including cost, access, screening and structure.

Land Use Upgrade

- The Committee once again reviewed the four concepts for the proposed land use suite upgrade with the main objective of giving the Land Use group more space. The drawing of the proposed changes was reviewed, and the Committee did a walk-thru of the space that is under consideration for the renovations.
- Swing space needs during renovations were also discussed with the thought that the auditorium could be used for this purpose.

A motion was made by Leigh Rankin to pursue Concept B, the modified footprint, as presented at this time. Kelly Sterner seconded the motion. It was unanimously approved. Motion carried.

- As a next step, Bruce Glowac will review the project with First Selectman Needleman and ask him to review it with the Land Use group to seek their input.

#### Roof Replacement

- The roof replacement recommendation, which is to remove the existing roof down to the sheathing and replace it, was reviewed and discussed. Lyn Smith's estimate for this project is \$200,000, which is in line with the other estimate received.

#### Stair Hall Modifications

- The stair hall recommendation is to install rubber vinyl stair treads and risers to provide a non-slip tread surface. All work would be ADA compliant and in compliance with fire codes. Another suggestion is to utilize the existing recesses in the stair hall walls for exhibits, art work, etc.

The Capital Planning Budget Summary for all of the projects under consideration was reviewed. Figures are still needed for the main office reconfiguration to address the security concerns at Essex Elementary School, the air quality improvements and fuel conversion from Van Zelm, the public works roof and heating system replacement, and the town hall cooling system.

Kelly Sterner will put all of the figures into an excel spreadsheet for the Committee to use as a working document going forward.

#### 4. Old Business

##### a. Review Projects

#### Town Hall

The Town Hall projects are being narrowed down, and Lyn Smith will put together more project figures needed, including toilet room upgrades, entrance improvements and any landscaping needs.

Bruce Glowac and Leigh Rankin will plan a walk-thru of the roof in light of the proposed roof replacement.

#### Essex Elementary School

Lyn Smith will talk with Scott Jeffrey, Essex Elementary School Principal, for more information on the main office reconfiguration to address security concerns. We are still waiting for the figures from Van Zelm for the air quality improvements and fuel conversion.

#### Town Garage

Lyn Smith will look further into prefab salt shed options that will fit on the site. A new roof and heating system are needed for the Kennel Building, which may result in some savings in heating oil.

## **Bridge Replacement**

The Bridge Walnut and Ivory Street Bridge replacement project has already gone thru the first step of the appropriation process and will now go to the Board of Finance and then to Town meeting.

### **5. Other Business**

#### **a. Time Line**

The time line for presenting recommendations for these projects is post budget (May-June).

At the next meeting, the Committee should have the report and prices from Zan Zelm for the air quality improvements and fuel conversion. They will also discuss what should be done with regard to the cooling system, salt shed replacement, public works roof and heating system replacement.

#### **b. Set next meeting date**

The next meeting was tentatively set for Monday, February 24, 2014 at 4:30 p.m. at the Essex Town Hall.

### **6. Adjournment**

Bruce Glowac adjourned the meeting at 5:29 p.m.

Respectfully Submitted,

Betsy McLaughlin, Clerk