

Essex Building Committee

MEETING MINUTES

WED March 7, 2018

Essex Town Hall Room B 8 AM

Building Committee members in attendance:

Bruce Glowac  
Leigh Rankin  
Kelly Sterner

Others in attendance:

Gary Riggio, Riggio & Sons

Meeting was called to order at 8:09 a.m.

**Approval of previous meeting minutes:**

***Bruce Glowac moved to approve the minutes of February 21, 2018, seconded by Kelly Sterner. Passed. Motion carried.***

**Old Business:**

**Town Hall Lavatory work** – Gary indicated that the walls on the first floor are finished. The wall tile will start today. The floor in the shower room is now done. They ran short of tile and reordered more. Mark indicated that the tile will now extend in the hallway. Bathroom vanity cabinets and counters are in Deep River and the sink fixtures (including mirrors) will be here soon. The bathroom partitions have been ordered and should be here in a week. Ceiling guy is coming in today to put up the grids. Tom (Thermomedics) can work around the ceiling grids going in. Kelly indicated that the epoxy flooring finish to be done on the remaining floors will need to be done on a Friday afternoon or a weekend to be able to ventilate with no employees in the building.

The custodial closets have new floors and paint. The sink will need to be cleaned up and possibly replace the shelves with some sort of closet or cabinet for the supplies.

**a. Construction schedule** – Gary indicated it will probably be another 2-3 weeks before the ground floor bathrooms are complete.

**b. Finishes** – Denise picked the wall color for the partitions and is all set with the remaining coordinated selections. It was confirmed that the same color scheme will work for all the bathrooms on all three floors.

It was discussed as to what to do in the hallway by the new shower room. Bruce suggested adding a doorway to block the look of the hallway down to the maintenance office and shower room.

With regards to the second floor, Norman has decided that Pergo flooring will be put down in the elevator hallway, versus epoxy and repainting the existing floor.

Kelly discussed the spring start up on the Bridge – Brian (BL) will be looking at the beginning of April. We have received \$484K on this project. We have put in a lot of submissions and are waiting for the additional funds to come in.

Kelly inquired about the fence surrounding the convault. Leigh indicated she hasn't heard back from the contractor since Mark brought up the septic location issue. It was decided that it would be a "V" type fence with 2 – 8' sections to hide the tank. Norman would also like the fence to hide the generator as well. Kelly will follow up with the contractor to see where we are at.

#### **New Business:**

**a. Budget** – Kelly distributed a list and current y-t-d totals on the current projects which includes our most recent invoices.

#### **Approval of invoices:**

Two Riggio invoices received for payment. Invoice # 15037 - \$23,138.85 for plumbing etc. ground floor and Invoice # 15038 - \$7,740.20 for demolition & concrete work.

***Bruce Glowac made a motion to approve the above invoices from Riggio & Sons in the amounts listed above, seconded by Leigh Rankin, passed. Motion carried.***

#### **Other business**

**Meeting adjourned at 8:53 a.m.**