

Essex Building Committee

MEETING AGENDA

WED June 13<sup>th</sup> 2018

Essex Town Hall Room B 8:00 AM

Building Committee members in attendance:

Bruce Glowac

Kelly Sterner

Leigh Rankin

Others in attendance:

Gary Riggio, Riggio & Sons

Bruce Glowac called the meeting to order at 8:06 a.m.

**Approval of previous meeting minutes:**

***Bruce Glowac made a motion to approve the minutes of May 2, 2018, seconded by Kelly Sterner. Passed. Motion carried.***

**Old Business:**

Town Hall bathrooms – Gary indicated that his crew has moved up to the 3<sup>rd</sup> floor to begin the bathrooms. He indicated that the signs will have to be changed to include a picture of the motorized wheelchair on the sign.

Second floor progress report - Gary indicated that the crew is almost done. Left to do is countertops/sinks and plumbing should be done around June 18, as the plumber is scheduled to be here. He addressed the flooring on second floor outside the bathrooms. He will try to match the plank Pergo flooring that is in the hallway (per Norman's request). Leigh will talk to Norman about changing the color, she will call Gary and he will get a sample of the plank.

Schedule to finish – third floor should be quicker. Probably another 4 – 5 weeks.

Elevator – the floor was discussed and it was noted that the floor will be staying as is.

**New Business:**

Rear stairwell – Bruce asked the BC what their thoughts are. Bruce suggested they walk it with Norman and see what he wants and Dave DeLeeuw, Building Official, wants to be part of the discussion as there are a lot of codes surrounding stairwells.

Further discussion ensued as to whether we should go to bid for the back stairwell work or to go with a contractor. Depending on what needs to be done, will determine that (e.g. new ceiling, lights, walls, skylight and stair treads).

Bruce also feels that we should put in new glass doors at each landing so that you can see people on the other side.

Bruce will invite Dave DeLeeuw to the next meeting to discuss the stairwell ideas.

**Approval of invoices:**

Kelly received one invoice from Riggio & Sons for a progress payment in the amount of \$26,224.94.

***Motion made by Bruce Glowac to approve the Riggio & Son's invoice in the amount of \$26,224.94, seconded by Kelly Sterner. Passed. Motion carried.***

**Other business:**

Kelly submitted an update to the Capital Improvement Projects and reviewed with Bruce and Leigh.

**Adjournment:**

Meeting adjourned at 8:45 a.m.