

EAST WINDSOR BUILDING COMMITTEE
EAST WINDSOR, CONNECTICUT

MINUTES OF March 26, 2012 - Special Meeting

I. TIME AND PLACE OF MEETING

The meeting began at 7:00 p.m. at the Scout Hall (Meeting Room 1), 28 Abbe Road, East Windsor, CT.

II. ATTENDANCE

PRESENT: Chairman Cliff Nelson, Jim Borrup, Skip Kement, Al Rodrigue, Joseph Sauerhoefer, and Jim Thurz. Also present were First Selectman Denise Menard, Selectman Richard Pippin and Town Engineer Len Norton.

III. ADDED AGENDA

None

IV. PREVIOUS MINUTES

Upon **MOTION** by Mr. Sauerhoefer, seconded by Mr. Rodrigue, it was VOTED: To approve the minutes of October 20, 2011
In Favor: Unanimous

V. UNFINISHED BUSINESS

A. Further Discussion on Heating and Cooling Design Specs. from EDM

Mr. Norton noted that the contract was signed. According to Yankee Gas, it will be 400 MBH of service, not including the generator. He said he will have Laurie Tate schedule the work order. Gas will come in from Rye Street and come up the south side of the driveway.

VI. FINANCIAL

Nothing to report.

VII. NEW BUSINESS

A. Discussion on how to best handle new projects that are needed for various Town Buildings

Ms. Menard indicated that Roger Baker was approached by the ambulance association to repair a garage door. It was repaired at a cost of \$1,200, then it was found that it needed to be replaced at a cost of \$1,300. She said now they are saying that the other door needs to be replaced.

Mr. Nelson felt it should be up to the First Selectman to approve these types of expenditures first. He also suggested that she could bring it to the Building Committee members for their opinion. This was discussed briefly by the committee.

Upon **MOTION** by Mr. Sauerhoefer, seconded by Mr. Thurz, it was:
VOTED: That any town facility problems, repairs or issues go to the First Selectman to pass them on to the Building Committee.
In Favor: Unanimous

It was agreed that in an emergency situation, Ms. Menard can contact one of the Building Committee members for their opinion.

B. Discussion on doing an inventory of Maintenance and Repairs needed on various Town Buildings in the future.

Mr. Nelson referred to a Municipal Facilities Study Committee form. He said he needed a recommendation from the Committee to have Ms. Menard forward this to all the department heads to get feedback on any repairs that are needed. He said when we get the reports we will look it over. Ms. Menard said the every day maintenance often gets overlooked and it will be good to know the things that people think are important.

Upon **MOTION** by Mr. Sauerhoefer, seconded by Mr. Rodrigue, it was:
VOTED: To recommend that we wait until the department heads give us a list of what is wrong with their buildings.
In Favor: Unanimous

Mr. Norton suggested they briefly discuss the annex. He said they are looking into running a new gas service off of Main Street. Mr. Nelson said there is a gas meter at School Street that feeds the HVAC units on the roof. Mr. Norton said we might be able to get Yankee Gas to run the gas line. He said he would get in touch with them.

Mr. Norton asked how old the generator is at the annex. Mr. Nelson said it is a newer style generator and it was there when they did the renovations.

VIII. INFORMATION

None

IX. TOPICS FROM THE FLOOR

None

X. PUBLIC PARTICIPATION

None

XI. ADJOURNMENT

Upon **MOTION** by Mr. Sauerhoefer, seconded by Mr. Kement it was:
VOTED: To adjourn at 7:40 p.m.
In Favor: Unanimous

Respectfully submitted,

Marlene Bauer
Recording Secretary