

**BUILDING COMMISSION
TOWN OF EAST WINDSOR
11 RYE STREET
BROAD BROOK, CONNECTICUT, 06016**

**SPECIAL MEETING
Monday, February 27, 2023
6:00 p.m.**

In-Person
John Daly, Jr. Meeting Room,
Town Hall, 11 Rye Street, Broad Brook, CT
and
Via Zoom Teleconference
Meeting ID: 332 683 3563
Passcode: townhall

Meeting Minutes

These minutes are not official until approved at a subsequent meeting

1. TIME AND PLACE OF MEETING:

Chairperson, Elzear Rodriguez called the special meeting to order at 6:00 p.m. The Meeting was held at the East Windsor Town Hall, 11 Rye Street, Broad Brook, CT and via teleconference.

2. PLEDGE OF ALLEGIANCE:

Chairperson Elzear Rodriguez lead the pledge of allegiance.

3. ATTENDANCE:

Elzear Rodriguez, Chairperson, James Thurz, Vice Chairperson, and members Peter Larese, Stanley Kement, Jr. Richard Pippin, Jr., Heather Spencer, and Wayne Shary were present.

Also present: Selectman Sarah Muska, Len Norton, Director of Public Works/Town Engineer and Joe Sauerhoefer, Deputy Director of Public Works

Public: Kathy Pippin. There was no public signed in via Zoom teleconference.

4. APPROVAL OF MEETING MINUTES

Chairman Rodriguez suggested approval of previous meeting minutes be taken out of order until copies of the minutes could be made and distributed. Mr. Sauerhoefer offered to make copies and distribute minutes.

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS

A. Election of Officers

Town of East Windsor
Building Commission Special Meeting
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Prior to election of officers, Chairperson Rodriguez resigned from the chairperson position.

MOTION: To nominate Jim Thurz as Chairman.

Spencer moved/Kement seconded.

VOTE: **In favor:** Pippin/Spencer/Rodriguez/Shary/Kement/Larese
 No one opposed/No abstentions. Motion carried.

Chairman Thurz led the remainder meeting.

MOTION: To nominate Heather Spencer as Vice Chairman.

Larese moved/Thurz seconded.

VOTE: **In favor:** Pippin/Rodriguez/Thurz/Shary/Kement/Larese
 No one opposed/No abstentions. Motion carried.

MOTION: To nominate Stanley Kement Jr. as Secretary.

Thurz moved/Spencer seconded.

VOTE: **In favor:** Pippin/Spencer/ Rodriguez/Thurz/Shary/Larese
 No one opposed/No abstentions. Motion carried.

B. Discuss and Set 2023 Building Commission Meeting Schedule

Mr. Sauerhoefer stated the Building Commission was regularly scheduled to meet the last Monday of each month. He suggested the recording secretary would prepare a list of meeting dates and submit them to the Commission for the next meeting for approval.

MOTION: The last Monday of the month for the foreseeable future will be our meeting.

Spencer moved/Larese seconded.

DISCUSSION: Mr. Pippin proposed that the meetings be held at 7:00 p.m. rather than 6:00 p.m. Discussion regarding meeting times and availability of the meeting room with a final consensus to hold the meeting at 6:30 p.m.

MOTION: To hold the meetings at 6:30 p.m.

Thurz moved/Heather Spencer seconded.

VOTE: **In favor:** Spencer/Rodriguez/Thurz/Shary/Kement/Larese
 Opposed: Pippin
 Motion carried.

C. Discuss School Project to Include Joe Sauerhoefer

Mr. Sauerhoefer joined the Commission for an update of the upcoming school projects as follows:

- An RFQ had been posted for a project manager for the school projects.
- CGS (Jim Giuliano) had been named the low bidder and hired as the project manager.
- An additional RFQ would be posted shortly for procurement of an architect for the roof projects at the high school and elementary school roofs. The bids would be brought to the Commission for review. The money for the design work has already been allocated.
- HVAC will be replaced at all three schools with the hopes of applying for grant monies to pay for the project. Moving forward with this project will ensure that all pieces are in place to qualify for the grant funding.

D. Update of Town Projects to Include Joe Sauerhoefer

Mr. Sauerhoefer updated the Commission on the current town projects:

- The Community Center plan is to expand the current Scout Hall Building and combine Social Services, Senior Services and Parks and Recreation and house them in the new renovated building.
- Discussion followed regarding funding, design changes and the controversy and confusion with the Event Barn project.
- Vice Chairman Spencer questioned the Building Commission's task regarding this project. Mr. Sauerhoefer stated that the Commission would review the bids and once the bidder was chosen, they would oversee the project, approving requisitions and as a sounding board.
- Mr. Sauerhoefer stated he was unsure if the Commission would be involved with the park project and the lighting project at Abby Road, but he would keep them up to date as the projects move forward. He indicated these are State funded projects. Mr. Rodriguez suggested that if the projects affected the whole Town, he assumed the Commission would be involved.

7. FINANCIAL

Chairman Thurz reported there was no financial information to discuss.

8. TOPICS FROM THE FLOOR

Chairman Thurz asked for comments from the floor.

Kathy Pippin, 37 Woolam Road, East Windsor, told Chairman Thurz he was doing a great job.

4. APPROVAL OF MEETING MINUTES

The Commission discussed approval of meeting minutes of March 25, 2019, as postponed earlier in the meeting.

MOTION: To approve the minutes of March 25, 2019

Pippin moved/Rodriguez seconded.

VOTE: **In favor:** Pippin/Rodriguez/Thurz/Shary/Kemet/Larese
 Abstained: Spencer
 Motion carried.

8. ADJOURNMENT:

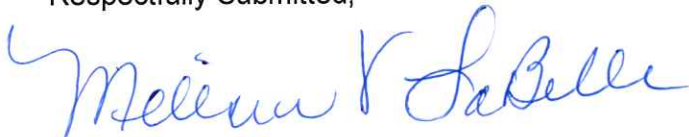
MOTION: To ADJOURN the Meeting

Rodriguez moved/Pippin seconded.

VOTE: **In favor:** Pippin/Spencer/Rodriguez/Thurz/Shary/Kemet/Larese
 No one opposed/No abstentions. Motion carried.

The meeting was adjourned at 6:23 p.m.

Respectfully Submitted,



Melissa V. LaBelle
Recording Secretary

Attachment A – Meeting Minutes of March 25, 2019

A

**EAST WINDSOR PERMANENT BUILDING COMMISSION
EAST WINDSOR, CONNECTICUT**

MINUTES

OF MARCH 25, 2019 MEETING

I. TIME AND PLACE OF MEETING

The meeting was called to order by Chairman Al Rodrigue at 5:35 p.m. at the East Windsor Town Hall, 11 Rye Street, Broad Brook, CT.

II. ATTENDANCE

Present: Building Commission Members: Chairman Al Rodrigue, Dick Pippin, Joe Sauerhoefer, Tom Talamini and Jim Thurz.

Also present: Len Norton, Town Engineer / Public Works Director and Kathy Pippin, Board of Finance Member.

III. PREVIOUS MINUTES:

Upon **MOTION** by Mr. Sauerhoefer, Seconded by Mr. Talamini, it was
VOTED: To approve the minutes of Special Meeting January 7, 2019.
In Favor: Pippin; Talamini; Rodrigue & Sauerhoefer, Thurz
Abstain:

IV. NEW BUSINESS:

A. East Windsor Middle School Oil Tank Removal

At the request of Superintendent Christine DeBarge, the Department of Public Works has taken over the project, due to Roger Baker being out on medical leave. Roger Baker had previously put out to bid for an architect and has hired, Mcilveen & Co. Inc, Mr. Sauerhoefer and Mr. Norton have met with the firm along with the assistant Fire Marshal, Blaine Simpkins Sr., to go over the preliminary plans (attachment 1) for removal of the oil tank, Mr. Sauerhoefer recommended that replacing the fuel tank feed and return line with something other than galvanized steel would be beneficial. There was agreement on that recommendation. The architect should have design drawings ready within a week, so work can begin and completed this summer. Funds have already been allocated through CIP.

B. Abby Rd. Soccer Field Restroom Building

Mr. Norton and Mr. Sauerhoefer have met with a representative of the Gordian Company, recommended through a program with CROG. CROG has already vetted out the company to do work for all the communities with CROG. Mr. Norton and Mr. Sauerhoefer will meet Jay Duhamel on Thursday morning March 28, 2019, regarding a design build for the restroom building, and go over the different possibilities for the building, such as prefab concrete walls or wall block. Mr. Rodrigue likes that the company has already been vetted out by CROG given the amount of work involved with site and building design.

Mr. Pippin asked if we were still on track to only do the restrooms, however, Mr. Sauerhoefer said that an attached pavilion with an overhang to place a couple of picnic tables under it will be included, Mr. Pippin also strongly recommended that the use of fire-resistant materials be used. Mr. Rodrigue asked if there will be a septic system, Mr. Norton indicated that they will be hooking up to the city sewer system. Restrooms will be placed on both sides of building with storage/service area in-between. Mr. Sauerhoefer indicated that we have a budget of \$200,000 and that we will need to get the largest amount of work, including sidewalks for the previously approved funds. The placement of the facility will be in-between the two existing soccer fields.

NO MOTIONS SET FORTH

V. UNFINISHED BUSINESS

1. BROAD BROOK SCHOOL MODULAR CLASSROOMS – FINAL CLOSE-OUT

Mr. Sauerhoefer indicated that they believed that he and Mr. Norton would have had an update by now. After meeting with Jim Guiliano's closeout person, it was indicated that they will need further discussion with Mr. Guiliano. It was also discovered that the Broad Brook Elementary School Roof that was installed in 2003, had not been closed out and will also need to be done. Both projects will be closed out at the same time.

2. EAST WINDSOR MIDDLE SCHOOL ROOF CLOSEOUT

Mr. Norton indicated that he and Mr. Sauerhoefer were on the roof with the architect, installer and manufacturer, last Friday March 15, 2019, and it was concluded over time that the roof design, the drains aren't taking the water and when there is any type of snow load and/or get rain or snow melt, that the water is backing up under the metal decking and gets under the rubber membrane creating the leak. A decision has been made to put six (6) scuppers at gravel level for the water to run off the roof properly. Everyone at this meeting agreed with the decision.

NO MOTIONS SET FORTH

VI. FINANCIAL

Nothing to report.

VII. INFORMATION

None.

VIII. TOPICS FROM THE FLOOR

None

IX. PUBLIC PARTICIPATION

None.

X. ADJOURNMENT

Upon **MOTION** by Mr. Sauerhoefer,
VOTED: To adjourn at 5:55 p.m.
In Favor: Unanimous

Seconded by Mr. Pippin, it was

Respectfully submitted,
Theresa Regan, Recording Secretary