

SPECIAL MEETING MINUTES

SENIOR AND DISABLED CENTER ROOF REPLACEMENT PROJECT BUILDING COMMITTEE

July 16, 2013

Town Hall Conference Room L100

- I. Call to Order – The meeting was called to order at 5:00 PM by Chairperson Castelle.
- II. Roll Call - Members present: Clarke Castelle, Chairperson; Myra Cohen, Dave Nagel, Karen Brecher and Bill Demaio. Others present: Member of the public; Bob Korpak, Director of Facilities Management; Dianne Stone, Director of Senior and Disabled Center Services; Denise Haas, Administrative Coordinator, Senior and Disabled Center; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Approval of Prior Meeting Minutes – Mrs. Cohen made a motion that the amended minutes of the June 4, 2013 meeting be approved as presented. A second to the motion was made by Mr. Demaio. The motion passed unanimously.
- V. Review and Discussion of Preliminary Plans – Mr. King and Mr. Kirby briefed the Committee regarding design of the roof replacement and the canopy. They coordinated with the Town’s environmental consultant and with Silktown Roofing to take test cuts in order to check for the presence of hazardous materials, specifically asbestos. The results of these test cuts have not yet been received. There are two types of roof deck in the building. The auditorium has a tectum deck, which is a combination of wood byproducts and concrete. The rest of the building has poured gypsum deck, which does not accept water well. Any sections of gypsum deck that are where the roof membrane has failed will need to be cut out and replaced with metal deck. This will be carried in the bid as a unit price per square foot, with an allowance for a certain number of square feet. The Project Architect has established where the existing roof drains are located. These will be supplemented with additional drains on two sections of the roof. The roof pitch will be at ¼’ per foot. Ladders will be added to provide access to the higher roof levels. Crickets will be added for improved drainage. These manage the water on the roof and push it to the nearest drain. A walkway will be established through the installation of walk pads to the roof top mechanical

units. One lower course of glass block will be removed for installation of flashing.

Plans for the canopy were reviewed. These are an advancement of the design concept presented at the Architect interviews during the selection process. There are utilities buried under the walk. Any hole for pillars where there are utilities will be dug below the depth of the utility lines/pipes. Both doors of the bus, front and back, will be covered when the bus is under the canopy. The turning radius was discussed. The door coming out of the auditorium is not covered by the canopy in the drawing presented, but it needs to be. No hand rails are shown. Mr. Korpak will check with the automatic door maintenance firm/manufacturer on the possibility of modifying the hallway exit doors that will be under the canopy in order to accommodate a handrail. There also needs to be space for a bench. The canopy will be constructed of structural steel and have a glass fiber reinforced panel overhang, with brick around the base of the pillars. The design will call for the contractor to match the fascia that is currently on the building. There will be a heated sidewalk and security lighting.

Scheduling for completion of the project was discussed. The Project Architect was asked to develop a cost estimate/project budget for the next meeting. The Committee agreed by consensus to accept the preliminary plans for the roof replacement as presented and to accept the preliminary plans for the canopy, to include the revisions requested.

- VI. Any Other Business Pertinent to the Committee –The Committee agreed to meet on July 30th at 5:30 PM.
- VII. Public Participation – None.
- VIII. Response to Public Participation – None.
- IX. Adjournment – the meeting adjourned at 5:50 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services