

City of Chester  
**Food Manufacturing Kitchen Committee Meeting**  
September 26, 2016  
4:00pm

**Attendees:** Councilwoman Susan Kovas (Chair), Councilwoman Angela Douglas, Grants Administrator Cynthia Curtis, Fire Marshal Don Wood, Building Inspector Brian Blackwell.

Chair Kovas called the meeting to order at 4:07pm with an overview of the meeting agenda.

**I. Minutes from previous meeting (9/12/16)**

Minutes were approved and accepted.

**II. Updates**

- 1) Fire Marshal Wood and Inspector Blackwell shared a compiled list of updates, things to do, and things to consider for the kitchen project:
  - i. Verified ceiling material as washable and appropriate
  - ii. Need to *engineer* the Heating, Ventilation, & Air Conditioning (HVAC) system for the kitchen (will need to include insulation)
    - a) City administrator will need to write the Request for Proposals (RFP)
    - b) Will need to include insulation (blow-in/spray insulation vs. rolled) in the RFP
    - c) Include the engineering in the request
  - iii. Need vertical grab bars (ADA-required) for the restrooms
  - iv. Need to lower restroom mirror (max 40" from floor to reflective surface)
  - v. Need to add metal piping at water heater connection post
  - vi. Consider installing an actual mop sink instead of the install utility sink
  - vii. Should label gas piping
  - viii. Need to verify the bonding requirements for *corrugated stainless steel tubing* (CSST)
  - ix. Need baseboards and doors
  - x. Need hardware at front door and side door
  - xi. Need to enclose the insulation exposed at the rear of the building
  - xii. Need fire extinguishers throughout
  - xiii. Need exit sign through Farmer's Market
  - xiv. Need *back flow prevention* (BFP) test certificate
  - xv. Complete the second restroom for assure compliance based on occupancy
- 2) Discussion on the double doors focused on the ability to lock the kitchen from the rest of the building.
- 3) Councilwoman Kovas and Fire Marshal Wood shared ways to access the building, in the event a committee member needed to do so.

**II. Collecting & Organizing Paperwork**

- 1) The City Grants Administrator, Cynthia Curtis, updated us on her findings of grant materials. It was decided that she would be in charge of creating a central file for financial records and program data.

- 2) The plumbing bill was discussed. Ms. Curtis was tasked with tracking the financial records for the payment(s).

**III. New Assignments**

- 1) Councilwoman Kovas was assigned to get FRP board estimates from Sam's Home Center (local business) and big box stores nearby (Lowe's, Home Depot)
- 2) Fire Marshal Wood and Inspector Blackwell were tasked with verifying the bonding requirements for CSST

**Next meeting:**

Monday, October 3, 2016 in the City Hall Conference Room at 4pm