

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