

Town of Kingston
Permanent Building Committee
Meeting Minutes
January 20, 2011

1. The meeting was called to order at 5:00pm by Chairman Ron Gleason in Room 101 in Town Hall. Other members present were Paul Armstrong, Alan Beaulieu, and Dave Colter. Absent was Bob Gosselin.

2. A Motion was made by Paul Armstrong and it was seconded by Alan Beaulieu to approve the Minutes of January 6, 2011 and it was unanimously so Voted.

3. Ron gave the members an update of his presentation for a budget for the PBC to the Finance Committee on Thursday, January 13, regarding the things that Department Heads have told him that need refurbishing, sooner than later, in their Town Office and other off site Offices in a total amount of \$45,625. There were 4 members of the Finance Committee present and also Jill Myers, Town Administrator.

All of them were very enthused and in favor of going forward with our proposal and mentioned what they were doing with the help of John LaBrache, Treasurer. John has a Line Item that will be coming up every year at Town Meeting, it would not have to go before the Finance Committee and that would be a Line Item may well be available each year. These monies are for things we must have and things we need to have and these Line Item monies would be an easy thing to do. We can move forward and be optimistic at Town Meeting this year and we will involve the Town Administrator of the contract it is that we would intend to Move.

4. Paul Armstrong stated that depending on the size of contract, you may need just a "phone bid" or a "mailed bid" ---- under \$5,000 = anybody can bid / phone, etc; under \$10,000 = 3 bids and in writing; under \$25,000 = advertising the contract / written bids, etc.

5. Ron mentioned the Reed Building /office as an example needing repairs (heating) and if we can back the amount and services, we may be able to do the job for "under \$5,000" and hire whomever we might think is capable

and we just might know them as well if they happen to be local which could save time and money. We might need engineering services too.

6. Dave Colter mentioned how Grady Engineering has done prior work for us, is local, no travel time, and he is a prime candidate and knows the business and should get the job for he's already well known to us and capable.

7. At this point, Ron and Paul mentioned repairs needed at the Faunce School. It is badly in need of new windows and we need to find out if they need to be returned to look exactly as the original windows.

8. Paul mentioned that Billy Fortini does "specialty" woodworking Projects and / or repairing and can make anything look just as it had been, if needed. Paul will bring Billy over to the Faunce School to show him what we want and need to have done and see if he could replace /repair and how much the cost would be to obtain same. Questions we have: are the windows worth saving, and then by using a singular pane - no screen - vs. return to originals. Dave Colter stated that that is really the way to go. Other questions were: cost to fix some walls, and also examining the original outside Shutters. Paul thought it might take Billy a month or two, perhaps by Spring based on whether we did a total replace or repair back to an original.

9. Dave said that he had called Industrial Burner Company regarding the Reed Building Heating System problems, and he got 3 different prices depending on just what was needed. The Committee thinks we should get those radiators / valves fixed first. We might have to get some funds from the Finance Committee.

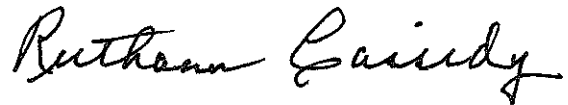
10. Dave Colter also mentioned that the Reed Building has an alarm system in place. So now we cannot go in and out at will, which makes it hard for someone to get in and out and just to see what needs to be done to the heating system and then comment back to the Committee. We should see if we can get entrance to the Reed for these purposes. Also we know Sue Woodward's office needs some repairs and some valves on radiators do not work.

11. Ron stated here that if we need any more information, he will set another meeting and mentioned that 5:00pm seems like a convenient time for everyone.

12. The only outstanding Minutes are these dated January 20th that need approval.

13. There being no other business to come before the Committee, a Motion was made by Dave Colter and seconded by Paul Armstrong to adjourn the Meeting, it being 6:00pm, and it was unanimously so Voted.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ruthann Cassidy". The signature is written in black ink and is positioned above the printed name.

Ruthann Cassidy, Secretary