

Town of Kingston  
Permanent Building Committee  
Meeting Minutes of  
October 25, 2007

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1. The meeting was opened by Chairman, Ron Gleason, at 7:00pm. Other members present were Paul Armstrong and David Holmes. Absent were Dave Colter and George Drummey.
  
2. Ron started by discussing just how he envisioned the final "Preventive Building Maintenance Guidelines" booklet will look like and brought forth a suggested cover page that he has developed with the Town Seal centered in the middle of that page and below that would be the applicable name of the Town Department to receive such booklet. He went on to say that in view of the varied and different structures and offices, different maintenance requirements would apply. He said that we will have a cover page with a general opening statement applicable to all departments. All of the above will be shared with the members as time goes on. He continued that we will be continuing to apply the maintenance guidelines to all the individual departments at our individual meetings and he will be sharing all of the above for input from the members as we proceed with the eventual finished product. When that is achieved, we will then want to get them out to each and every individual department and office.
  
3. Ron stated that the next meeting of this Committee would be on Thursday, November 8, 2007 at 7:00pm. in Room 203 in Town Hall.
  
4. It was noted that we still have two sets of Minutes to be approved; namely, September 27<sup>th</sup> and October 9<sup>th</sup>, due to not having the right members available at the appropriate Meetings to vote on same.
  
5. There being no other business to come before the Committee, a **Motion** was made by David Holmes and **seconded** by Paul Armstrong to close the meeting, it being 7:30pm., and it was **so Voted**.

Respectfully submitted,

*Ruthann Cassidy*

Ruthann Cassidy, Secretary