

TOWN OF KINGSTON  
PERMANENT BUILDING COMMITTEE  
MEETING MINUTES  
OF  
OCTOBER 9, 2007

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1. The meeting was opened by Chairman, Ron Gleason, at 7:10pm. Other members present were Dave Colter and Paul Armstrong. Absent was David Holmes and George Drummey.
  
2. Ron Gleason opened the meeting by further elaborating on item #5 of the September 27<sup>th</sup> Minutes by stating that we should probably number each action under the main heading of the "To Do" list under the proposed "Preventive Building Maintenance Guidelines" that the Committee is presently working on for each and every Town building, etc. Such as, under the main heading of:

**Windows**

1. Check Yearly
2. Re-caulking around trim and molding, and then continue 3, 4, etc.

Ron went on to say that at the next meeting, we will list those things necessary to be taken for the upkeep of the Animal Control Building and the Town Hall itself. Paul Armstrong stated that everything that should be regularly inspected and repaired or replaced should be listed and a Capital Plan should be developed every two to three years and allow for some kind of target dates for projects both inside and outside that will need attention.

3. Dave Colter stated whereby the Animal Control Building is metal, have a timetable for inspections of different parts of the building and deal with them as they arise. Ron said if any part of the steel building buckles itself, then just replace the whole section. Paul Armstrong thought maybe we should set up a program where different inspectors, depending on the problem, could go in and if we don't know the solution to something, they could give us help with the problem, whatever it might be. Dave Colter added, and if they don't see the solution, then they wouldn't get the job.

4. Paul Armstrong also mentioned that two or three years ago, there was a Bill before the Legislature that would mandate monies to Cities and Towns from the State for maintenance and Building Inspectors would check on the buildings

periodically to be sure that money was being put to good use when they, the State, reimbursed them for these repairs. He mentioned that the new High School still has some things that are still being worked out.

5. Ron Gleason and Paul Armstrong mentioned here that the request by the Police Department for a new roof has been done, together with some skylights. Paul helped them write up the 'specs' - there was a price of \$40,000 - the bid was \$27,000 and if the skylights hold up and don't leak, they should end up with around \$10,000 to use on other things.

6. Ron then went on to comment on some of the other responses we received from our original memorandum on this matter to all Department Heads, etc., namely, from the Collector, the Town Clerk and the Fire Chief, who also had a leaking roof in various places and requested that it be looked into further. Paul Armstrong will talk to Chief Heath and get more specifics as to where these leaks are, maybe around all those antennae. While they are '35-year shingles' some have already blown off but they do have some very high winds up where they are located on Rt. 27. It was agreed that those things can be replaced or repaired where needed; could be as simple as just using more nails. Paul Armstrong said that the mold complaint by the Collector could be just the odor of the cement under the floor tiles which can be corrected or it might even just be the smell of the wax used on the floors. Dusty Turner, the part-time custodian, does what he can but his time is limited. The Handicap Counter problem will be further explored. The Town Clerk's request for a chair rail in some part of that office will also be further explored and could become a Capital Planning request.

7. Paul is going to look into what he thinks is a published Resource Book that speaks to and addresses the subject of Maintenance of Municipal buildings. It was agreed this would be helpful.

8. Ron brought up a discussion of where there is sewerage in and around the Municipal Complex and where there isn't. It seems that septic from the Animal Control goes into the Highway Department's pumps but cannot go into town sewer. Highway has a septic system but is not on sewer yet.

9. Ron Gleason said that the Historical Center Development Committee had requested the PBC Committee meet with them on the Adams Library project

and asked they come to their meeting tomorrow night, October 10 at 7:00pm. He and Paul Armstrong agreed that they need to make decisions on a 'Plan A, B, and or C' before we can decide exactly where and what repairs should be undertaken and where we both might think exactly things should go. Paul said he was talking with some of the members of the HCDC yesterday and they are also going to have other people come before them as well to discuss things. Ron said that he was going to go and listen to what they had to say and offer to be of help where we could but HCDC needs to put some strong plans in place and then come to us at a later date, as well as they should also go to other Committees/Commissions, such as Building and Sewer. Such questions as 'where is the best place to put the sewer line—where are the bathrooms really going to end up—any elevators involved— and any new additions under consideration, ---these all need to be taken under consideration before proceeding further with us. Also, the fact that the Adam's Library is a Historic Landmark needs to be taken into consideration when making changes and Members wondered if they need to keep the circular staircase in tact. Ron will report back to our Committee after meeting with them tomorrow night.

10. A **Motion** was made by Paul Armstrong and **seconded** by Dave Colter to approve the Minutes of the August 30, 2007 meeting and it was **so Voted**.

11. The **next meeting** of the PBC will be held on Thursday, October 25, 2007 in Room 203 at 7:00pm. in the Town Hall.

12. There being no other business to come before the Committee, a **Motion** was made by Dave Colter and **seconded** by Paul Armstrong to close the meeting it being 8:00pm., and it was **so Voted**.

Respectfully submitted,



Ruthann Cassidy, Secretary