

PERMANENT BUILDING COMMITTEE  
THURSDAY, SEPTEMBER 27, 2007  
MEETING MINUTES

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1. The meeting was opened by Chairman, Ron Gleason, at 7:05 pm. Other members present were Dave Colter, and David Holmes. Absent were Paul Armstrong and George Drummey.
  
2. Ron Gleason discussed the Heritage Center Development Committee's request to have the Permanent Building Committee members meet with them on Wednesday, October 10, 2007. Site Plans have been received by the PBC members priorly and Ron went on to say that we are planning to meet with them for a presentation by them at this 10/10 meeting in Town Hall, Room 203, at 7:00pm. (A meeting has been posted for the PBC to meet with them at the above stated time and place.) The members present stated that the first things they need to address is a major repair of the structure itself and it was noted that the roof has been done but the structure itself should be worked on before proceeding further. The Members were happy they are involving us and we will help them where we can be of assistance.
  
3. Ron went on to address the on-going "Preventative Building Maintenance Guidelines", building by building, being done as described in the August 30<sup>th</sup> Meeting Minutes, but thought it best if we included a timetable with each maintenance requested as to when things should be checked, repaired and/or replaced. Dave Colter stated that the timing should be related to how new or old the items are, such as caulking of windows and whether they are 10, 15, or 20 years old. David Holmes said that some things would be related to all buildings and some may not be applicable to a particular building and could just be disregarded. It was thought to maybe put a professional painter on a retainer basis or get some of the inmates of the Sherriff's Department to do it; for example, interior painting done every 5 years and exterior done every 3 years.
  
4. Ron continued by stating that every department head should be held accountable for their own building and department and they would be rated on their performance of this activity at the time of their annual performance evaluations.
  
5. Ron explained, while the August 30, 2007 minutes address the issues for the Highway Department, the Animal Control Building and the Town Hall that may

need attention, he was now starting to go back to address on-going upkeep with regard to maintenance in the Highway Department by also putting in an applicable timetable for each item. This same procedure will be done at continuous meetings until each building has its own timetable on applicable items to their space. He went on to do this for the **Highway Department as an example and it is as follows:**

WINDOWS - check yearly - re-caulking around trim and molding.

PAINTING - repaint interior walls within 5 years - exterior trim around openings every 3 years.

HVAC - check for proper operation before use. Have a yearly maintenance agreement with a contractor to maintain system properly.

WASTE - OIL BURNER - service yearly before use during heating season.

LIFT - routine maintenance - inspect all safety controls.

COMPRESSORS - change oil, check belts as needed.

OVERHEAD DOORS - check monthly all safety controls and operation.

FLOOR FINISH - check VAT tile floors, remove and replace broken or damaged tiles, wash and wax on a routine basis.


EXTERIOR SIDING - check for damage, repair or replace if rusted - yearly when damage occurs.

GUTTERS / DOWNSPOUTS - annual check before winter - repair damage or replace.

6. The next meeting of the PBC will be held on Tuesday, October 9, 2007 in Room 201 at 7:00 pm. to continue the above discussions, together with their meeting before the Heritage Center Development Committee on Wednesday, October 10, 2007 in Room 203 at 7:00pm..

7. There being no other business to come before the Committee, a **Motion** was made by David Holmes and **seconded** by Ron Gleason to close the meeting, it being 8:15 pm., and it was **so Voted**.

Respectfully submitted,

  
Ruthann Cassidy, Secretary