

PERMANENT BUILDING COMMITTEE  
THURSDAY, NOVEMBER 29, 2007  
MEETING MINUTES

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1. The Meeting was opened by Chairman, Ron Gleason at 7:05pm. Other Members present were Paul Armstrong and Dave Colter. Absent were George Drummey and David Holmes.
2. Ron shared with the Committee a numbered list of Preventive Building Maintenance projects and repairs he has developed that the Committee will be applying to each Town Owned Building. The Committee will be reviewing each building and discussing the applicable maintenance on-going projects that will be applied to each individual/specific building.
3. The Secretary will be given just the number of such item for each building, such as Town Hall, Highway, Police and Fire, etc., as the Committee goes through the list of applicable projects and then she will develop a booklet for each building, which will consist of a cover page with Town Seal and applicable Department Name, a letter from the Committee regarding this new program, and a list of the services and/or repairs as applicable to the Preventative Building Maintenance Program for their building. (See attached, but not all inclusive, examples of things to be done but assigned individually to appropriate Departments/buildings.) The Secretary will put the finished product into purchased covers and there will be 2 copies of each Department, one to be kept by the Committee and the other to be given to the head of each individually named office / building.
4. The Committee has done some preliminary work on a couple of the buildings already to see just how this whole system will work out and we will continue to refine this program and to do a list (s) of additional buildings as we meet together, hopefully every other week, in the weeks ahead till the project is completed and shared with applicable department heads.
5. A **Motion** was made by Dave Colter and **seconded** by Paul Armstrong to approve the Minutes of the November 8, 2007 meeting, and it was **so Voted**.
6. Ron stated that the next meeting will be on Thursday, December 13, 2007 at 7:00pm. and it has been so posted and will be held in Room 202. There will be

no additional meetings until after the New Year and members will be so notified as to when and where.

7. 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 8:05 pm., and it was **so Voted**.

Respectfully submitted,

*Ruthann Cassidy*  
Ruthann Cassidy, Secretary

Att.

## MAINTENANCE ITEM LISTING

1. Windows—check yearly, recaulk around trim and molding.
2. Wood Windows – check yearly scrape, paint and reglaze as needed. Replace rotted sections as needed.
3. Siding --- Check yearly for damage, repair or replace defective sections. Pressure wash vinyl siding.
4. Siding --- Check yearly for cracking, rot and damage to wood siding and trim. Repair defective areas, repaint within 5 years.
5. Gutters/  
Downspouts -- Annual check before winter, clean and repair as needed.
6. Floor finish --- Maintain cleaning schedule, clean carpets yearly.
7. Floor finish --- Wood floors, maintain cleaning schedule, repair or replace loose boards. Refinish every 5 years.
8. Floor finish --- Concrete maintain cleaning schedule, sweep clean oil and grease spills, repair concrete as as needed.
9. Painting --- Interior, Repaint offices, meeting rooms, restrooms and corridor walls within 5 years.
10. Painting Exterior --- Check yearly for damaged wood, repair or replace siding, trim boards before painting.

- 11.Plumbing --- Check faucets, toilets, sink drains for proper drainage, repair leaks when found.  
Use licensed plumber for repairs.
- 12.Emergency--- Contract with service contractor to perform all  
Generator maintenance, testing and repair.
- 13.Fire Alarm--- Contract with licensed alarm contractor for all testing, repair and monitoring.
- 14.Electrical--- Use licensed contractor for all electrical systems on site.
15. Fire Extinguishers--- Use local service to maintain proper charge and placement of units.
16. HVAC--- Contract with experienced contractor to test and maintain system properly.