

PERMANENT BUILDING COMMITTEE  
THURSDAY, JANUARY 10, 2008  
MEETING MINUTES

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1. The meeting was opened by Chairman, Ron Gleason, at 7:03 pm. Other members present were Paul Armstrong and Dave Colter. Absent were George Drummey and David Holmes.
2. Ron opened the meeting by stating that tonight we would be going over the applicable Maintenance Guidelines for the Animal Control Building and the Highway Department.
3. Each member present gave their input referring to the Maintenance Item Listing for those items that would individually pertain to each of these buildings. In going over the items, some additional items were added to the present list to be included to one or both of the above mentioned buildings. On these two buildings there was an average of 14 items that will appear on their Maintenance Guideline Item Listing when all completed in their specific booklet.
4. Because of the addition of some new items as described above, this listing will be completely revised to accommodate not only these buildings but maybe even additional items will be added as we continue with this process by hoping to do at least 2 buildings at each upcoming meeting, along with whatever other matters might need to be brought up at that same meeting.
5. The Secretary will be putting the two above booklets together as they will be presented to those in charge of these buildings after the Committee reviews them for final approval at the next meeting to be held on January 24<sup>th</sup>, 2008.
6. It was also agreed by the Members that the Maintenance Guidelines Booklet for the Town House was complete and at some point soon, Ron would like to present it to the Selectmen, as the Town Administrator, Kevin Donovan, wants this Committee to take care of this project and we have developed the attached one for the Town House and if Kevin wants us to proceed on this project we will be happy to do so, and then we will go to Paul Armstrong with the Town House copy, and then the Permanent Building Committee will have to go to the Town Administrator to see how the funding of these replacement and/or repairs to Town Buildings will be handled, for at present the only source of funds is an Account for "Care of Municipal Buildings" and each request for funding for any individual

replacements and/or repairs now go to the Town Administrator for payment from that all encompassing fund. When we meet with Kevin on what we have put together, we would like to discuss the fact that maybe this Committee could have its own budget money to fund this major project instead of the way it is handled now as described above.

7. The Committee members will also be visiting other buildings, such as the Faunce School, so we can make sure that we are aware of anything that might need immediate replacement or repair where this building is not occupied on a daily basis.

8. Other buildings we still have to do Maintenance Guidelines for are: Fire Stations, Police Station, Faunce School, Public Library, Water Dept., Reed Community Bldg., Harbormaster, Transfer Station and Wastewater Plant.

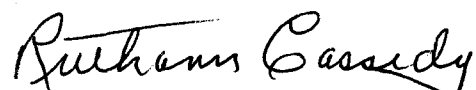
9. Paul Armstrong shared with the Committee a copy of a letter he had received from Kevin Donovan regarding the repair of the elevator at the Town Hall sent by Kevin to a company known as KONE, Inc. who had done the repairs. This letter and their invoice/bill for the cost of the repairs will be studied and discussed further after taking it under advisement by the members and Paul will be discussing it further with Kevin as well. (A copy of this letter and invoice is attached to these Minutes for ready reference.)

10. A **Motion** was made by Paul Armstrong and **seconded** by Dave Colter to approve the Minutes of the November 29, 2007 Meeting and it was **so Voted**.

11. The next meeting was set for Thursday, January 24<sup>th</sup> at 7pm. in Rm. 202.

11. 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 8:15pm. and it was **so Voted**.

Respectfully submitted,



Ruthann Cassidy, Secretary

ATTS.



Tel: 781-585-0500

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# TOWN OF KINGSTON

Office of the Board of Selectmen

Town House

26 Evergreen Street

Kingston, Massachusetts 02364

Board of Selectmen  
Mark S. Beaton, Chairman  
Sandra D. MacFarlane, Vice Chairman  
Paul M. Gallagher  
Joseph D. Kelleher  
Jean M. Landis-Naumann

Town Administrator  
Kevin R. Donovan

January 7, 2008

KONE, Inc.  
One New Boston Drive  
Canton, MA 02021

Dear Sir/Madam:

I have just received and reviewed invoice 17677768 for repair of the elevator at the Kingston Town House. In doing so, I also reviewed our coverage under the service agreement that costs the Town \$306.20 per quarter. The contract provides for examination and lubrication maintenance and includes at least six inspections for this purpose. Other than the visit for the State inspection and this present problem, I am not aware of any other examinations that were performed by KONE and wonder if the failure of the elevator door motor could have been prevented with lubrication of the equipment. I request your input on how equipment that is only four years old could fail in this manner and in you providing a schedule for the inspections covered under the agreement.

Since moving into this building in 2003 the Town has contracted professionally for repairs to heating and cooling systems, electrical, generators, and fire protection system and many other mechanical devices. The Town is very careful in obtaining the best price for the work that is needed. That is not an option in the case of the elevator since the KONE elevator is a proprietary product and the Town has no alternative but to contract with KONE. With that in mind, I feel compelled to comment that the mechanic's rate of \$375.00 charged by KONE for time worked and travel is exorbitant and is by far the highest labor rate for repair services that has been billed to the Town.

I would appreciate your attention to my request for input on the failure of the equipment and the inspection schedule at your earliest convenience.

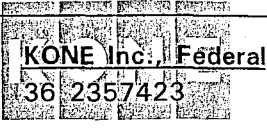
Very truly yours,

Kevin R. Donovan  
Town Administrator

KRD/n

Cc: Building Inspector

# INVOICE

|   |  |  |
|---|--|--|
| <b>Invoice number:</b> 17677768   | <b>Area Office:</b><br>BOSTON - 160<br>One New Boston Dr<br>Canton MA 02021<br>Ph: 781-828-6355<br>Fax: 781-828-6499 | <br>Elevators Escalators |
| <b>Invoice Date:</b> 01/03/2008<br><b>Customer PO No:</b> None<br><b>KONE Order No:</b> 50859285<br><b>Service Order:</b> 9AUS2903431<br><b>Date work performed:</b> 12/18/2007 | <b>Location/Project:</b><br>KINGSTON TOWN HALL<br>26 EVERGREEN ST<br>KINGSTON MA 02364<br>USA                        |  |
| <b>Bill To:</b><br>TOWN OF KINGSTON<br>26 EVERGREEN ST<br>KINGSTON MA 02364<br>USA  |  |  |
| <b>Payment Terms:</b><br>Net 10   |  |  |

Lynn Cook called on 12-18-2007 at 10:35AM reporting an operating problem with the PASSENGER ELEVATOR. When we arrived at 12:44PM the unit was at the floor with the doors open. We checked the operation of the door operator control motor. Upon leaving at 03:00PM we left the elevator out of service. Needs a new door operator board. We returned on 12-19-2007 at 01:36PM and replaced the door operator motor. Upon leaving at 03:06PM we left the elevator in service.

|                                 |       |    |    |                 |
|---------------------------------|-------|----|----|-----------------|
| MOTOR, G-BOX ASSY. R.H. AMD 1.5 | 1     | PC | \$ | 1,565.99        |
| Freight                         |       |    | \$ | 16.56           |
| Mechanic straight time          | 4.250 | HR | \$ | 1,594.28        |
| Mechanic straight time- travel  | 1.500 | HR | \$ | 562.68          |
| <b>Subtotal</b>                 |       |    | \$ | <b>3,739.51</b> |
| <b>Total Invoice Amount</b>     |       |    | \$ | <b>3,739.51</b> |

*Invoices not paid within 30 days are subject to a service charge of 1.5% per month, or the maximum permitted by law*

Please return this portion with your payment

## PAYMENT ADVICE

We also accept VISA/Mastercard or EFT payments

|  |  |
|--|--|
| <b>Payer:</b><br>TOWN OF KINGSTON<br>26 EVERGREEN ST<br>KINGSTON MA 02364<br>USA | <b>Invoice number:</b> 17677768<br><b>Invoice Date:</b> 01/03/2008<br><b>Customer Number:</b> 208398<br><b>KONE Order No:</b> 50859285<br><b>Area Office No:</b> U160<br><b>Billing Type:</b> YL2              |
| <b>Remit to:</b><br>KONE Inc.<br>P. O. BOX 429<br>MOLINE, IL 61266-0429          | <i>Use this address for payments only.<br/>Direct calls and area correspondence to our area office above.</i><br><b>Amount paid if different than invoice amount: \$</b><br><b>INVOICE AMOUNT: \$ 3,739.51</b> |

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**TOWN OF KINGSTON**  
**Massachusetts**



**BUILDING MAINTENANCE**  
**TOWN HOUSE**

January 2008

The Permanent Building Committee has established these Building Maintenance Guidelines to provide a basic schedule for the repair of buildings owned by the Town of Kingston.

This is the first attempt to establish a Preventive Building Maintenance Program. Please understand that this is a guide and some listed items may not pertain to every building and some items specific to a building may not be listed.

Most of the listed services can be accomplished with little effort and a small cost.

Any service requiring a State License or Technical expertise should be done by an outside Contractor. For example, Emergency Generators, Fire and Burglar Alarms, and Elevators.

The net result of a good Preventive Maintenance Program is a substantial savings to the Town. The costs to maintain a building are far less than the costs to construct it. We have been fortunate in the last decade to be able to construct many new buildings in the Town. We must do our best to maintain them.

The Permanent Building Committee is aware of possible funding problems for building maintenance. At present, the only source for funds is an Account for 'Care of Municipal Buildings'. Requests for funds should be sent to the Town Administrator.

Kindly review the listed items, hopefully put our Guidelines to good use, and contact us if we can be of any help.

Regards,  
Permanent Building Committee

**MAINTENANCE GUIDELINES ITEM LISTING - TOWN HOUSE**

**WINDOWS - VINYL - Check yearly, caulk around trim and molding as needed.**

**DOORS - EXTERIOR - WOOD - Check yearly, scrape, paint, and glaze as needed. Replace any rotted sections as needed. Also, check weather-stripping .**

**DOORS - INTERIOR - Repair any damage and refinish within 5 years as needed.**

**SIDING - Check yearly for damage, repair, or replace defective sections. Pressure wash as needed.**

**GUTTERS / DOWN SPOUTS - Annually check before winter, clean and repair as needed.**

**FLOORS - CARPETED - Maintain cleaning schedule as well as perform yearly total cleaning of all carpets.**

**FLOORS - WOOD/LINOLEUM TILES - Maintain cleaning schedule, repair or replace loose tiles or boards. Refinish every 5 years.**

**FLOORS - CONCRETE - Maintain cleaning schedule, sweep, clean oil and grease spills, repair concrete as needed. Reseal within 5 years to maintain the integrity of surface. Also, any floor drains to be cleaned as needed for waste accumulation.**

**ELEVATORS - Contact Kone Elevator for all testing and repairs.**

**PAINTING - INTERIOR - Repaint offices, meeting rooms, restrooms, and corridor walls within 5 years. Repair /replace minor paint jobs.**

**PAINTING - EXTERIOR - Check yearly for damaged wood, repair or replace. Check any vinyl siding pieces and trim boards before painting.**

**PLUMBING** - Check faucets, toilets, sink drains, and floor drains for proper drainage. Repair leaks when found. Use Licensed Plumbers for repairs.

**ROOF/SHINGLES** - Check for repair or replacement when needed or yearly.

**EMERGENCY GENERATOR** - Contract with Service Contractor to perform call maintenance, testing, and repair.

**FIRE ALARMS** - Contract with Licensed Alarm Contractor for all testing, repair, and monitoring.

**ELECTRICAL** - Use Licensed Contractor for all electrical systems on site.

**FIRE EXTINGUISHERS** - Use local services to maintain proper charge and/ or replacement of units.

**HVAC** - Contract with Licensed Contractor to test/maintain system properly. Report any air quality problems to Permanent Building Committee Member, Paul Armstrong, Building Inspector.

**FENCES - RAILINGS** - Check for related hardware, gates, hinges and latches and repair or replace as needed.

Prepared by: The Permanent Building Committee - Ron Gleason, Chairman, Paul Armstrong, Dave Colter, George Drummey, and David Holmes - January '08