

TOWN OF KINGSTON
PERMANENT BUILDING COMMITTEE
JANUARY 24, 2008
MEETING MINUTES

1. Ron Gleason, Chairman, opened the meeting at 7:00 pm. Other Members present were Paul Armstrong and Dave Colter. Absent were George Drummey and David Holmes.
2. A **Motion** was made by Dave Colter and **seconded** by Paul Armstrong to approve the Minutes of January 10, 2008 and it was **so Voted**.
3. As planned, the Committee proceeded to draw up the Maintenance Guidelines for the many town owned buildings and the first one worked on tonight was for the Faunce School. The Members will be visiting this school and some changes may be made to reflect additional maintenance items or the removal of same. The one done tonight will be brought back to the next meeting for review.
4. The Committee then visited again the draft of the Maintenance Guidelines for the Animal Control building, removing some and revising others.
5. The next one taken under consideration was the draft for the Highway Department, and again removing some and revising others from the Master Maintenance Guidelines Item Listing.
6. The Guidelines for the Town House were also revisited and some minor changes were made.
7. The Master Maintenance Guidelines Item Listing was also revised and items added to take in other maintenance not mentioned previously.
8. Number 4, 5, 6, and 7 above will be redone and brought back to the next meeting for final approval.
9. The Members then went on to the Fire Department buildings. In light of a letter received from them last July, Ron stated that he would like to go with Paul Armstrong and have a meeting with the Fire Department people on a few open items, one being that there is a problem with the present Boiler and we need to

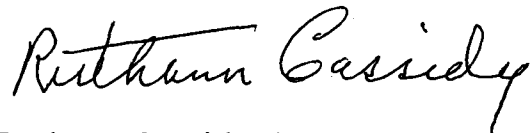
know just what that is and who it is that should be hired to work on it. These buildings will be revisited at a later date and then the Maintenance Guide lines will be done at that time.

10. They then discussed the Public Library and assigned the Maintenance Guidelines that would be attributable to that building and that too will be done up and brought back to the next meeting for further consideration or approval.

11. The next Meeting was set for Thursday, February 7, 2008 at 7:00 pm. in Room 202.

12. There being no other business to come before the Committee, a **Motion** was made by Paul Armstrong and **seconded** by Dave Colter to close the meeting, it being 8:15 pm. and it was so Voted.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ruthann Cassidy". The signature is written in black ink and is positioned above the printed name.

Ruthann Cassidy, Secretary