

PERMANENT BUILDING COMMITTEE  
THURSDAY, AUGUST 30, 2007  
MINUTES

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1. The meeting was opened by Chairman, Ron Gleason, at 7:00 p.m. Others 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 the August 16, 2007 meeting and it was **so Voted**.
  
3. Paul Armstrong mentioned that he had given the Police Department some specs they could use to put out an RFP on the new roof needed on Station.
  
4. Ron brought up that he would like to start a listing on all Town-owned buildings with regard to "Building Maintenance Management Guidelines" which could be used to keep them in good shape at all times. It was thought that at this time that Schools could probably wait for a while to have this done. Many things were mentioned to be on such a list and below is listed the individual building and things that will need upkeep as time progresses.
  - ✓ **HIGHWAY DEPT** - 'barn' – salt shed – roofs – covers – caulking of windows – HVAC – oil burners – compressors (changing oil) – overhead doors – painting – concrete floors – bathrooms - fleet of trucks and equipment – office furniture – exterior siding.
  
  - ✓ **ANIMAL CONTROL** - windows – painting – fences – gates – cages – sewerage – ejector pump – cement floors – office furniture – exterior siding..
  
  - ✓ **TOWN HALL** - roof – doors – exterior siding – power washing – elevators – HVAC – floors – management of attic records (yearly weeding out) – floor finish – interior painting of walls and ceilings – bathrooms and plumbing.
  
5. At this point Ron mentioned, do we go to the Capital Planning Committee and check to see if each building should have a "line item budgeted for maintenance"? This will be looked into further.
  
6. Ron stated here that we will continue doing lists like the above at further

meetings until each and every building has their own "Building Maintenance Management Guidelines" listing.

7. Ron asked that the Member listing be redone to contain additional information and the Secretary will do this and mail out separately; and also not necessary that it be in an organization chart format.

8. The next meeting of the PBC will be two weeks from tonight on September 13, 2007, in Room 202 in Town Hall at 7:00 pm.

9. There being no other business to come before the Committee, a **Motion** was made by Ron Gleason and **seconded** by Paul Armstrong to close the meeting, it being 8:30 pm and it was **so Voted**.

Respectfully submitted,

*Ruthann Cassidy*  
Ruthann Cassidy, Secretary