



# TOWN OF SUFFIELD

**MEETING MINUTES  
PERMANENT BUILDING COMMISSION  
REGULAR MEETING  
OCTOBER 7, 2021 7:00 p.m.  
IN-PERSON AND ZOOM TELECONFERENCE**

**Location: Town Hall Meeting Room - Remote teleconference provided  
83 Mountain Road Suffield, CT  
Call-In Number: 1-646-876-9923  
Meeting ID: 817-5761-1798  
Password: 390133**

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**Meeting Name: Permanent Building Commission**

**By: Rebecca Sypek - Recording Secretary**

**Type of Meeting: Regular Meeting**

**Present via Zoom Teleconference: Kevin Goff**

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## **Permanent Building Commission Members Present**

Joe Sangiovanni, Chairman  
Glenn Neilson, Vice Chairman  
Kevin Goff, Member  
Billy Gozzo, Member  
Marty Page, Alternate Member  
Brian Baril, Alternate Member

## **Permanent Building Commission Members Absent**

Heather Van Deusen, Member  
Cathie Ellithorpe, Member

## **Also Present**

First Selectman Melissa Mack  
Chris Matejek, Facilities Manager  
Jeff Wyszynski, Tecton Architects  
Jeff McElravy, Tecton Architects  
Derek Bride, Consulting Engineering Services

Chairman Sangiovanni called the Regular Meeting of the Permanent Building Commission to order for Thursday, October 7, 2021 at 7:01 p.m. He asked for a roll call identifying members present at the meeting.

## **Town Hall Renovation Project**

Chris Matejek discussed Town Hall renovation updates and corrections:

Correction of residual problems - Previously discussed HVAC issue in the Town Clerk's Office was due to a bad fan motor. The new fan motor is scheduled to arrive next week. There are also some light sensors that are acting up; however, it's a minor issue that will be fixed.

Plans to suppress voice transmission between the executive offices - The previously installed door sweeps have not helped the noise issue between the First Selectman's and Human Resource Director's offices. Next steps may be to replace the doors with more sound proof doors, update walls to double walls and/or add acoustic panels to the walls but this is pending pricing and more information. Chairman Sangiovanni highly recommended double walls and acoustic panels to assist with sound proofing. Kevin Goff also recommended special sound proof drywall. Chris Matejek said he would continue to work on this issue.

Overall, everyone is getting positive feedback on the Town Hall renovations.

### **Invoices**

No invoice to discuss from Gilbane Building Company for this meeting.

### **Approval of the Minutes**

Chairman Sangiovanni asked for review/comments/corrections to the Regular Meeting Minutes for Thursday, September 2, 2021. Glenn Neilson motioned to approve the minutes. All members voted to approve these minutes. Billy Gozzo abstained from the vote since he wasn't at the last meeting.

### **Other Business**

Progress report on Suffield Facilities Master Plan:

The Tecton Architects team gave a presentation on the progress of the Suffield Facilities Master Plan. They recapped the project goals, detailed out the schedule and expected next steps of the plan, showed the work that has been completed to date, and discussed in detail their initial findings of each building in town. Overall they said that our buildings are generally well maintained but some have more pressing issues than others. The next step in Tecton's plan is to evaluate the different options for each building that would best suit the town's current and future needs, then present ideas and associated costs to the Facilities Master Plan Committee.

Chairman Sangiovanni complimented the Tecton Architects team on a very detailed and informative presentation and requested that the presentation be sent to the Commission for further review at each Commission member's leisure. If any member has suggestions or comments after reviewing the presentation again, they are to bring them to a member of the Facilities Master Plan Committee.

PCB Measurements:

Chairman Sangiovanni shared with the Commission that the latest PCB measurements came in very low, well below the EPA acceptable limits, for airborne traces and non-existent for wipe samples. He recommended that the town may want to appeal to the EPA to reduce testing from quarterly to annually to reduce cost. Chris Matejek has been having conversations about this and is working on requesting an appeal to reduce the frequency of this testing. Chairman Sangiovanni commented that the town has been testing for the past 2 years and can show a history of reduced numbers so it may be a good time to make this request.

### **Public Comment**

None

The next Regular Meeting of the Permanent Building Commission is to be determined.

Chairman Sangiovanni motioned to adjourn the meeting, which was seconded by Glenn Neilson and unanimously approved. The meeting adjourned at 9:09 p.m.

Respectfully submitted,  
Rebecca Sypek  
Recording Secretary