



TOWN OF VERNON

14 PARK PLACE, VERNON, CONNECTICUT 06066

OFFICE OF PERMANENT MUNICIPAL
BUILDING COMMITTEE

PERMANENT MUNICIPAL BUILDING COMMITTEE MEETING

APPROVED Minutes of the Regular Meeting: May 24th, 2022

- **Call to order:** 6:50 P.M.
- **In attendance:**
 - Committee Members John Leary, Carol Guttman, Joe Greco, Tim Poloski, Jason Mistretta, Recording Secretary Claire Crane
 - Public Works: Richard Skrzyniarz
- **Approve of Minutes:** Motions made and passed unanimously by Tim Poloski and Carol Guttman.
- **Citizens Forum:** no citizens in attendance.
- **Adjournment** – Motions made and passed by J. Greco and J. Mistretta at 6:57 P.M.
- **Inspection of Town Buildings:** Town Hall – 14 Park Place and Town Hall Annex – 5 Park Place.
- **Inspection/Observations for the Town Hall and Town Hall Annex**

Town Hall: it was noted how well maintained the building is during the inspection. The only area of note is mild wicking/moisture that comes through the walls and ceiling on the 3rd floor (Administration and Mezzanine) that causes the paint to blister and peel. This is an ongoing issue that is monitored and repaired.

Town Hall Annex - First Floor

1. Collector of Revenue: paint walls put up during the pandemic and make sure that this construction complies with all building/fire codes.
2. Assessor Area – looks good; no issues.

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Town Hall Annex - Second Floor:

1. Information Systems: no issues.
2. Water Pollution Control Authority:
 - i. Ceiling needs repair/repainting from the regular occurrence of water leaking into the area during heavy rains.
 - ii. Patch/paint hole in the office of the budget analyst; paint the ceiling to address the water stains.
 - iii. Paint the Director's Office floorboards, walls and ceiling.
 - iv. Carpet appears to be sustaining damage/staining from the leaks in the main office area.
3. Common Areas between Information Systems and WPCA:
 - v. Bathrooms need updating.
 - vi. Current make-shift "kitchen area" is hobbled together with old materials. It was noted that there is close proximity to drains to facilitate a real kitchen area that has a sink and can provide functionality to IT and WPCA staff without incurring extensive cost.
 - vii. It was noted that the two air conditioners that service the 2nd floor are old, difficult to repair, and cannot sustain cooling during heatwaves. It was significantly warmer on the WPCA side of the floor during the inspection.

Recommendations for the Town Hall Annex:

- viii. Repair the roof, then make internal repairs noted in the inspection
- ix. Evaluate and replace the air conditioning/heating unit(s) for the building and move away from electric if feasible.
- x. Install a small kitchen area for the 2nd floor.
- xi. Paint 1st floor walls if to remain permanent and make sure all building/fire codes have been met.

Recording Secretary – Claire Crane

Claire Crane