



# TOWN OF SUFFIELD

**MEETING MINUTES  
PERMANENT BUILDING COMMISSION  
REGULAR MEETING  
November 2, 2023 7:00 p.m.  
IN-PERSON MEETING ONLY**

**Location: Town Hall Meeting Room  
83 Mountain Road Suffield, CT**

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**Meeting Name: Permanent Building Commission**

**By: Rebecca Sypek - Recording Secretary**

**Type of Meeting: Regular Meeting**

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## **Permanent Building Commission Members Present**

Kevin Goff, Chairman  
Glenn Neilson, Vice Chairman  
Billy Gozzo, Member  
Brian Baril, Alternate Member  
Cathie Ellithorpe, Member  
Heather Van Deusen, Member

## **Also Present**

Christopher Matejek, Facilities Manager  
Dave Girardini, Public Works Project Manager

## **Absent**

Joe Sangiovanni, Member  
Marty Page, Alternate Member

Chairman Kevin Goff called the Regular Meeting of the Permanent Building Commission to order for Thursday, November 2, 2023 at 7:00 p.m. He asked for a roll call identifying members present at the meeting.

## **Public Comment**

Three members of the public were present; however, they didn't have comment. They were interested in hearing more about the Babb's Beach project.

## **Approval of the Minutes from the Special Meeting held on October 16, 2023**

Approval of the Minutes from the Special Meeting held on October 16, 2023. Glenn Neilson motioned to approve the minutes, and Cathie Ellithorpe seconded. Motion passed unanimously.

## **Babb's Roller Rink Project Update and discussion to prepare budget**

As of now this is still a theoretical project. Kevin Goff reiterated the history of this potential project, the goals discussed in the previous meeting, and the concept idea the Board of Selectman presented to the Commission.

The Commission reiterated the potential issues with the existing electrical. Kevin commented that the dog park and playground portions of the concept idea aren't the focus of this Commission. This Commission's focus is the building itself and what can be done with the existing structure.

The Commission discussed where to start this project and decided to first get an engineer's assessment of the structure before proceeding with the environmental and architectural designs. This report will give us enough information to present to an estimator for construction budgeting.

## **Suffield High School Roof Replacement discussion**

Chris Matejek discussed that the High School roof's warranty was up around 2016. The town does have a roof budget as of now; however, other building projects may end up taking president down the line. He recommended starting to create a plan to phase a replacement. Kevin Goff asked if the town still has documents from the prior construction. Chris and Dave Girardini said they have some and that there was a roofing report done in 2016.

It was asked if there's any specific portion of the roof that should be done first. Chris thought the shingled portion should be done first. There have been no complaints of leaks, thus far, but it would be ideal to keep ahead of any issues.

It was asked if an estimate should be done before a design and phase plan is created. Chris said he could schedule someone to come out and discuss the scope of the replacement with the Commission if that would help and the Commission agreed. After that discussion, the Commission can better determine next steps.

## **KML Library EPA Testing results and discussion**

Kevin Goff reiterated what was discussed at the last meeting. The new test results still haven't come in. Those results will be discussed when they come in.

## **Approve schedule of meetings for 2024**

Approval of the below 2024 dates. Each meeting will be the first Thursday of the month, as they are now, aside from July and October due to Holidays. Kevin Goff motioned to approve the 2024 schedule, and all seconded. Motion passed unanimously.

Dates for 2024:

January 4, 2024  
February 1, 2024  
March 7, 2024  
April 4, 2024  
May 2, 2024  
June 6, 2024  
July 11, 2024  
August 1, 2024  
September 5, 2024  
October 10, 2024

November 7, 2024  
December 5, 2024

**New Business**

There are some projects on hold; however, there's nothing else actively being worked on at this time.

**Public Comment**

None

The next Regular Meeting of the Permanent Building Commission is scheduled for Thursday, December 7, 2023 at 7 p.m.

Kevin Goff motioned to adjourn the meeting, and all seconded. Motion passed unanimously. The meeting adjourned at 7:57 p.m.

Respectfully submitted,  
Rebecca Sypek  
Recording Secretary