



TOWN OF SUFFIELD

**MEETING MINUTES
PERMANENT BUILDING COMMISSION
SPECIAL MEETING
March 21, 2024 7:00 p.m.
IN-PERSON AND ZOOM MEETING**

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

Zoom Link: <https://us02web.zoom.us/j/84133245272?pwd=bnJzWFNZWnc5UXI4dThRNGJTMnBXZz09>
Zoom Call In Number: 1-646-876-9923
Meeting ID: 841 3324 5272
Password: 437829

Meeting Name: Permanent Building Commission

By: Kristen Lambert - Recording Secretary

Type of Meeting: Special Meeting

Permanent Building Commission Members Present

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

Also Present

Bill Hawkins, Director of Planning and Development
Lee Corbert, Director of Public Works (Via Zoom)
Brad Belcher – ACCE Chair

Chairman Kevin Goff called the Regular Meeting of the Permanent Building Commission to order for Thursday, March 7, 2024 at 7:00 p.m. He asked for a roll call identifying members present at the meeting.

Public Comment

Brad Belcher, 50 Diane Lane – Mr. Belcher, resident and Chair of the Advisory Commission on Capital Expenditures (ACCE), would like to see the commission create a list of actions that reflects corrective measures

needed at each building not undergoing major renovations. The list should include immediate needs, needs within five years and needs within ten years. This list will help ACCE with their long-range forecasting.

Dave Gauthier, 3219 Phelps Road – Mr. Gauthier is pleased to see the Facilities Master Plan has moved to the Permanent Building Commission for review and that a ten-year plan is being considered.

Approval of the Minutes from the Regular Meeting held on March 7, 2023

No action taken.

Public Works Cold Storage Building Update

Public Works Director Lee Corbert said that the footing has been poured and inspections have been done on the rebar and the concrete. They are currently working on setting up the forms for the walls. Pouring will occur on Monday, March 25th at 11:00 a.m. Horizontal rebar inspection will take place Monday morning and another concrete inspection as well. The forecasted rain should not be an issue.

Review Facilities Master Plan

Chairman Goff reiterated the commission's charge to review the Facilities Master Plan created by Tecton, determine whether they agree or disagree with Tecton's prioritizations and present recommendations to the Board of Selectmen. He commented that the Tecton report contained a lot of good detail, good investigative work and strong documentation of the issues that have been discovered in each building however, it should be noted that the report is two years old and the state of the facilities may have deteriorated since the time of publication.

Planning and Development Director Bill Hawkins walked the commission through the process of how the Facilities Master Plan came to be, explaining that the report stemmed from discussions begun in 2019 between the former First Selectman, Superintendent and former School Business Manager. It quickly became apparent that professional assistance would be necessary to prioritize needs and determine an appropriate plan of action. An RFP was put out and a Joint Facilities Committee was created to assist. The initial plan was to conclude the facilities review within a 9-month timespan, however, with the loss of many of the original participants, the COVID pandemic and other factors, the process has taken much longer than expected. The outdated report is currently being updated by Tecton and should be available tomorrow.

The commission discussed methods for moving forward with their mission and what criteria they should include. Brian Baril offered a plan of action and all were in agreement.

The commission chose to start their building reviews with Fire Station 1 and the Police Station. With the Tecton report in hand, the commission discussed Tecton's findings for each building, analyzed the corresponding photographs and reviewed the rankings of the mechanicals and other components of the buildings. The engaged in extensive discussion and shared their thoughts and concerns relating to both buildings. It was determined that walk through tours should be conducted in order to allow the commission members to get a sense of each building and its use. Chairman Goff offered to schedule the tours for April 4th at 6:00 p.m., prior to the 7:00 p.m. Regular Meeting of the Permanent Building Commission.

New Business

There are no updates for Babbs at this time. Testing will be taking place sometime in June in order to eliminate, as much as possible, the concern that groundwater may have affected the high reading. The re-test will be sent to two (2) independent labs for assessment to eliminate the possibility that there may have been a lab issue during the last round of testing.

Public Comment

Dave Gauthier, 3219 Phelps Road – Mr. Gauthier commented on the importance of addressing the issues at Fire Station 1 and provided suggestions for the group to consider when they eventually present recommendations to the Board of Selectmen.

The next Regular Meeting of the Permanent Building Commission is scheduled for Thursday, April 4, 2024. Time and location of meeting is still to be determined as Chairman Goff is in the process of coordinating a facilities tour of Fire Station 1 and the Police Department.

Glenn Neilson motioned to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 8:37 p.m.

Respectfully submitted,
Kristen Lambert
Recording Secretary