



TOWN OF SUFFIELD

**MEETING MINUTES
PERMANENT BUILDING COMMISSION
SPECIAL MEETING
June 20, 2024
6:00 p.m.
*HYBRID MEETING***

**Locations: 83 Mountain Road
Suffield, CT**

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
Heather Van Deusen, Member
Cathie Ellithorpe, Member
Brian Baril, Alternate Member (Via Zoom)

Permanent Building Commission Members Absent

Joe Sangiovanni, Member
Billy Gozzo, Member
Marty Page, Alternate Member

Also Present

Brad Belcher – ACCE Chair
Lee Corbert – Director of Public Works (Via Zoom)

Chairman Kevin Goff called the Special Meeting of the Permanent Building Commission to order for Thursday, June 20, 2024 at 6:12 p.m. He asked for a roll call identifying members present at the meeting.

Public Comment

None

Approval of minutes from the May 30, 2024 Special Meeting

Commissioner Neilson MOTIONED and Commissioner Van Deusen seconded to approve minutes from the May 30, 2024 Special Meeting. 4 in favor (Goff, Neilson, Van Deusen and Ellithorpe) and 1 abstain (Baril.) Motion passed.

Public Works Update

- a. Cold Storage Building
 - Update provided by Lee Corbert, Director of Public Works with additional commentary by Chairman Goff and the commissioners. Discussion ensued regarding possible building code compliance requirements.
- b. KML Air Quality Testing Update
 - Update provided by Lee Corbert, Director of Public Works
- c. High School Roof pending RFP Update
 - Chairman Goff provided updates on the High School Roof with input from Lee Corbert, as well as Brad Belcher, Chairman of ACCE. Discussion ensued about the process for the pending RFP and review of the document prior to putting it out.
- d. HVAC Grant Awarded for High School, Spaulding and McAlister Update
 - Chairman Goff provided an update based on the knowledge he had at this time with Brad Belcher – ACCE Chairman providing input as well. Discussion ensued among all commission members. It was also noted that Larry Plano - BOE Facilities Director and Eric Remington - BOE Business Manager will also be involved with this grant.

Lee Corbert left the meeting at 6:30 p.m.

Chairman Goff provided a brief update on the condition of the gymnasium floor at Suffield Middle School based on a meeting he recently attended. The commissioners discussed the flooring and asked questions, which Chairman Goff answered accordingly.

Babb's Roller Rink Update

Chairman Goff stated that the Engineering Report had been received and gave an overview of the content. Each commissioner shared their opinions of the building and whether the proposed project is something that should be considered. He discussed next steps for the commission to consider.

Review Facilities Master Plan

The Facilities Master Plan review continued with Chairman Goff explaining what changes he had made to the spreadsheets. His changes included devising programmatic bullet points for each building. He included identifiers as “must have,” “required,” “nice to have” and “request” categories. Extensive discussion ensued among the commission members as they worked through the information obtained during the evaluations of each building, made suggestions and assigned each item to a specific category. Each commissioner provided their thoughts and interpretations of the information and Chairman Goff updated the spreadsheet in real time. Mr. Belcher also provided additional commentary to assist with the prioritization. Once the review was completed, the group discussed their strategy on how to move forward with the school evaluations. Commission members discussed meeting with members of the administration as well as which school to analyze first.

New Business

None

Public Comment

None

The next meeting of the Permanent Building Commission will be on July 11, 2024 at 6:00 p.m. The location of the meeting is to be determined.

Commissioner Neilson MOTIONED and Commissioner Ellithorpe seconded, to adjourn the meeting at 7:55 p.m. Motion passed unanimously.

Respectfully submitted,
Kristen Lambert
Recording Secretary