



# TOWN OF SUFFIELD

**MEETING MINUTES  
PERMANENT BUILDING COMMISSION  
SPECIAL MEETING  
August 22, 2024  
6:00 p.m.  
\*In Person Meeting Only\***

**Locations: Suffield High School  
1060 Sheldon Street  
West Suffield, CT**

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**Meeting Name: Permanent Building Commission**

**By: Kristen Lambert - Recording Secretary**

**Type of Meeting: Special Meeting**

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## **Permanent Building Commission Members Present**

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

## **Permanent Building Commission Members Absent**

Cathie Ellithorpe, Member  
Brian Baril, Alternate Member

## **Also Present**

Brad Belcher – ACCE Chair  
Larry Plano – Director of Facilities, Suffield Public Schools  
Eric Remington – Business Manager, Suffield Public Schools  
Matt Dunbar – Superintendent, Suffield Public School  
Ryan Gemme – Head Custodian, Suffield High School

Chairman Kevin Goff called the Special Meeting of the Permanent Building Commission to order for Thursday, August 22, 2024 at 6:00 p.m. and distributed worksheets to each commission member to allow them to systematically address the areas of concern.

## **Continue Review of Facilities Master Plan - Tour of Suffield High School to Review Field Conditions**

The commission began the tour on the grounds of the Suffield High School with a review of the tennis court and track areas, as well as the baseball/softball fields and areas used for field events such as discus/javelin tossing. The commission discussed their observations throughout the tour, with a few commission members enlightening the group on the historical problems encountered with the tennis courts and track, and the actions that had been taken to rectify those problems over the years. The group walked around the entire outer areas of the building, making stops to observe more closely the agri-science outdoor areas, the outer area of the large greenhouse, the walls outside the former childcare area and the front entrance. The group questioned whether a stronger maintenance plan might have prevented some of the problems that currently exist. Upon completion of the outside tour, the commission walked through the commons area and the gymnasium with both appearing to be in good condition. The group moved on to the roof area of the building with all members walking across the entire roof in order to observe the physical condition of the roof, as well as the physical condition of the various electrical elements that are positioned on it.

The commission returned to the inner areas of the building and toured the agri-science wing, observing the hallways, two different shop rooms, the greenhouse, accompanying work areas and various classrooms, including one which contained a large number of fish in different types of holding tanks. The group engaged in an in-depth discussion on their observations and asked questions of Mr. Plano, Mr. Dunbar, Mr. Gemme and Mr. Remington, which they answered accordingly.

At the end of the tour, Chairman Goff reviewed the prioritization of the items on his evaluation sheet and asked all members for their thoughts and feedback. The group agreed to meet in two weeks to continue the tour of the building as there was not enough time to view the entire building this evening.

### **Public Comment**

None

### **Next Meeting**

A Special Meeting will be scheduled for 6:00 p.m. on Thursday, September 5, 2024 at the Suffield High School.

Commissioner Neilson MOTIONED and Commissioner Gozzo seconded, to adjourn the meeting at 8:38 p.m. Motion passed unanimously.

Respectfully submitted,  
Kristen Lambert  
Recording Secretary