



TOWN OF SUFFIELD

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**MEETING MINUTES
PERMANENT BUILDING COMMISSION
SPECIAL MEETING
October 17, 2024
6:00 p.m.**

**Locations: Suffield Middle School
350 Mountain Road
Suffield, CT**

Meeting Name: Permanent Building Commission

By: Kristen Lambert - Recording Secretary

Type of Meeting: Special Meeting

Permanent Building Commission Members Present

Glenn Neilson, Vice Chairman
Marty Page, Alternate Member
Cathie Ellithorpe, Member (6:20 p.m. arrival)
Heather Van Deusen, Member

Permanent Building Commission Members Absent

Kevin Goff, Chairman
Joe Sangiovanni, Member
Billy Gozzo, 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 – SPS Superintendent
Board of Education Members – Melissa Finnigan and Debra Dudack

Vice Chairman Neilson called the Special Meeting of the Permanent Building Commission to order for Thursday, October 17, 2024, at 6:00 p.m. He provided a brief update on the status of the facility tours and the information gathered thus far. He discussed the next steps for the group as they wind up the tours and begin to review the large amount of information they have gathered over the last few months.

Update on SHS HVAC Planning Progress

Vice Chairman Neilson invited Director of Facilities Larry Plano to provide an update on the SHS HVAC

Planning Progress. Mr. Plano discussed his recent interactions with Carrier, the vendor involved with the HVAC project. He provided details on the HVAC equipment to be ordered, and the lead times required. The equipment must be delivered with enough time to complete the installation during the summer months when students are not in school. In-depth discussion ensued between Mr. Plano, Mr. Remington, Mr. Dunbar and the commissioners regarding all aspects of the upcoming installation. As many of the commission members have extensive backgrounds in this type of project work, they asked industry specific questions and offered guidance to Mr. Plano and the others on items to consider and ways to avoid construction pitfalls that could jeopardize the project.

Continue Review of Facilities Master Plan - Tour of Suffield Middle School to Review Field Conditions

Due to the shorter daylight hours, the group was unable to walk outside to inspect the grounds. Mr. Plano explained that the main area of concern outdoors is parking. Currently, the parking situation is less than ideal, with teachers often needing to park in grass areas. He also reported that the track behind the middle school is no longer being utilized and the athletes are being transported to the Suffield High School facilities for any competitions. The walking tour of the Suffield Middle School began at 6:25 p.m. on the upper level of the school. Facilities Director Larry Plano guided the commission through areas of interest, including the upstairs bathrooms, a large science classroom, a small English classroom and a few other miscellaneous areas. The group continued the tour by returning to the lower level and visiting the Family Consumer Science Room and Life Skills area where Mr. Plano described numerous problems in these areas, including extremely outdated equipment. They toured additional areas of the first floor including the Media Center, Computer Lab, Wood Shop, Art Room, Main Office, Counseling Suite, Auditorium and Central Office. The group continued to compare the findings of the Tecton report against their own observations and engaged in an in-depth discussion throughout the tour, often asking questions of Mr. Plano, Mr. Dunbar and Mr. Remington, which they answered accordingly. After a brief discussion about what they saw this evening, the group expressed confidence that all areas had been sufficiently reviewed and they could now begin the process of evaluating all the information they had gathered.

Public Comment

None

Next Meeting

A Regular Meeting is scheduled for 7:00 p.m. on Thursday, November 7, 2024, in the Town Hall Meeting Room at 83 Mountain Road.

Vice Chair Neilson MOTIONED and Commissioner Page seconded, to adjourn the meeting at 7:25 p.m. Motion passed unanimously.

Respectfully submitted,
Kristen Lambert
Recording Secretary