



# TOWN OF SUFFIELD

TOWN CLERK  
SUFFIELD, CT

2025 JAN -2 AM 8:12

REC'D BY: 

**MEETING MINUTES  
PERMANENT BUILDING COMMISSION  
SPECIAL MEETING  
December 18, 2024  
7:00 p.m.**

**Locations: Town Hall  
83 Mountain Road  
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, Heather Van Deusen – Member, Billy Gozzo – Member and Brian Baril - Alternate Member (7:10 p.m. arrival)

**Absent**

Cathie Ellithorpe - Member and Marty Page - Alternate Member

**Also Present**

Matt Dunbar – SPS Superintendent, Ken Smith - Principal, Suffield Middle School, Kris Pryce – Principal, McAlister Intermediate School and Gina Olearczyk – Principal, Spaulding Elementary School, Eric Remington – Business Manager and Larry Plano – Facilities Director

Chairman Kevin Goff called the Special Meeting of the Permanent Building Commission to order for Wednesday, December 18, 2024 at 7:00 p.m.

**Public Comment**

None

**Approval of the Minutes of the Regular Meeting held on December 5, 2024**

Commissioner Van Deusen MOTIONED and Commissioner Neilson seconded to approve the minutes of the Regular Meeting held on December 5, 2024. Motion passed unanimously.

**Facilities Master Plan Review Continued**

- a. **BOE and Administration Discussion for Schools Building Requirements** – Superintendent Dunbar

addressed the commission and thanked them for their time and dedication to the facilities review and turned the meeting over to his staff. Presentations were provided to the commission by Ken Smith – Principal, Suffield Middle School, Kris Pryce – Principal, McAlister Intermediate School and Gina Olearczyk – Principal, Spaulding Elementary School. Each principal provided a full description of their facility and offered their personal insights into the physical and educational environments of each building and what they feel they need in order to improve the physical space as well as enhance the learning environment.

### **Update on progress of High School Rooftop HVAC Project**

Eric Remington – Business Manager and Larry Plano – Facilities Director provided an update on the status of the High School Rooftop HVAC Project. The commission asked questions and shared their concerns regarding the process. Mr. Remington and Mr. Plano answered all questions and concerns accordingly.

### **Update on KML Air Quality Testing**

Chairman Goff provided an update on the KML Air Quality Testing. A brief discussion ensued among the commission members regarding the testing results and possible next steps.

### **New Business**

The commission offered well wishes to Commissioner Van Deusen who will not be seeking reappointment when her term ends on December 31<sup>st</sup>.

### **Public Comment**

None

### **Next Meeting**

The next meeting of the Permanent Building Commission will be held on January 16, 2025.

Commissioner Gozzo MOTIONED and Commissioner Baril seconded, to adjourn the meeting at 8:46 p.m. Motion passed unanimously.

Respectfully submitted,  
Kristen Lambert  
Recording Secretary