



TOWN OF SUFFIELD

TOWN CLERK
SUFFIELD, CT

2025 JAN 23 PM 4:05

REC'D BY:

**MEETING MINUTES
PERMANENT BUILDING COMMISSION
SPECIAL MEETING
January 16, 2025
7:00 p.m.**

**Location: Town Hall
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, Joe Sangiovanni - Member, Billy Gozzo – Member, Brian Baril - Alternate Member, Cathie Ellithorpe - Member and Marty Page - Alternate Member

Also Present

Matt Dunbar – SPS Superintendent and Eric Remington – Business Manager

Chairman Kevin Goff called the Special Meeting of the Permanent Building Commission to order for Thursday, January 16, 2025 at 7:00 p.m.

Public Comment

None

Approval of the Minutes of the Regular Meeting held on December 18, 2024

Commissioner Neilson MOTIONED and Commissioner Page seconded to approve the minutes of the Regular Meeting held on December 18, 2024. Motion passed unanimously.

Chairman Goff assigned voting rights to Commissioner Baril for this evening's meeting.

Facilities Master Plan (FMP) Review Continued

- a. **Overview of the FMP Tecton Presentation** – Chairman Goff reminded the group of the role the commission is playing in the evaluation of the Facilities Master Plan presented by Tecton. He explained that their job is to compare the report against what information they have gathered during their facility tours and discussions with individuals closely associated with each building. Their goal is to take the information gained and provide recommendations to the Board of Selectmen based on their

findings.

- b. **Discussion of Tecton Recommendation in the FMP** – Chairman Goff provided a high-level explanation of what the commission has done thus far and what type of information is being reflected in the spreadsheets that have been created during the process.
- c. **Discussion of Relative Cost Update** – The commission members, Superintendent Dunbar and Mr. Remington discussed the financials and the various information used to calculate costs. They reviewed spreadsheets outlining projected enrollment and costs over the last few years and asked extensive questions which Mr. Dunbar answered accordingly. A large portion of the discussion involved the pros and cons of a complete building knockdown versus renovating as new. Each commission member contributed extensively to the discussion with their individual industry knowledge. All members agreed that delaying action is only going to cost the town more.

Update on progress of High School Rooftop HVAC Project

Mr. Remington provided a brief update on the status of the High School Rooftop HVAC Project. The commission asked questions and shared their concerns. Mr. Remington answered all questions and concerns accordingly.

Update on McAlister Boiler Replacement

Mr. Remington provided an update on the status of the McAlister Boiler Replacement project.

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. It appears the testing came in under the limits after cleaning the air ducts. The town has not officially received the final report as the building address was identified incorrectly.

New Business

None

Public Comment

None

Schedule Special Meeting

The commission members discussed whether a Special Meeting needed to be scheduled prior to the next Regular Meeting on February 20, 2025. Potential dates were discussed; however, nothing was finalized.

Next Meeting

The next regular meeting of the Permanent Building Commission will be held on February 20, 2025.

Commissioner Neilson MOTIONED to adjourn the meeting at 9:00 p.m. Motion passed unanimously.

Respectfully submitted,
Kristen Lambert
Recording Secretary