



TOWN OF SUFFIELD

**MEETING MINUTES
PERMANENT BUILDING COMMISSION
SPECIAL MEETING
February 19, 2025
7:00 p.m.**

TOWN CLERK
SUFFIELD, CT

2025 FEB 28 PM 12: 53

REC'D BY: *[Signature]*

**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, Henry Miga – Alternate Member and Marty Page - Alternate Member

Permanent Building Commission Members Absent

Cathie Ellithorpe – Member and Brian Baril - Member

Also Present

Matt Dunbar – Superintendent, Suffield Public Schools and Larry Plano – Facilities Director, Suffield Public Schools

Chairman Goff called the Special Meeting of the Permanent Building Commission to order for Wednesday, February 19, 2025 at 7:00 p.m.

Public Comment

None

Approval of the Minutes from the Special meeting of the Permanent Building Commission on January 16, 2025

Approval of the Minutes from the Special meeting of the Permanent Building Commission on January 29, 2025

Commissioner Gozzo MOTIONED and Commissioner Page seconded to approve the Minutes from the Special Meeting of the Permanent Building Commission on January 16, 2025 and January 29, 2025. Motion passed unanimously.

Update on High School HVAC Rooftop Replacement Project

Chairman Goff explained that the town now has a successful bidder under contract, Carrier Corp., and the next step in the process will be setting up a project meeting which Commissioner Neilson and Chairman Goff plan to attend. He discussed at a high level the work that Carrier will need to do in advance, which include onsite investigations and evaluations in order to determine what work can be done in advance of the installation. Chairman Goff also discussed progress tracking and the method for communication between the contractor and the consultant. Commissioner Neilson provided updates on recent meetings, including a meeting with Mike Addington, the Building Official for the Town of Suffield. Mr. Addington has agreed to add inspections for the HVAC project to the schedule beginning on July 15th and running through August in order to avoid any unforeseen delays. He also provided guidance on what type of information will be required of his department in order to approve the work being done.

Rank Priorities based on Facilities Master Plan and additional information from review

Chairman Goff noted that after 15 months he feels the commission is ready to bring together all of the information they have gathered and the knowledge they have gained and create a simple recommendation to the Board of Selectmen. Chairman Goff suggested they do their own evaluation for each building, based on what is in the plan, review the priority ranking of the buildings and categorize what needs to happen with each building. The commission spent the evening reviewing the documentation created thus far and walked through it thoroughly, comparing it with the information from the Tecton reports. He walked the group through the documents he created to achieve this evaluation. The commission spent an extensive amount of time reviewing the information, discussing findings, sharing their thoughts and concerns and making suggestions. They plan to meet again to further discuss in early March.

Public Comment

None

Next Special Meeting

March 6, 2025 will be the next Special Meeting of the Permanent Building Commission.

Next Regular Meeting

March 20, 2025 will be the next Regular Meeting of the Permanent Building Commission.

Commissioner Neilson MOTIONED to adjourn the meeting at 8:36 p.m. Motion passed unanimously.

Respectfully submitted,
Kristen Lambert
Recording Secretary