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By Michele Urch at 4:13 pm, Aug 27, 2026



TOWN OF SUFFIELD

**MEETING MINUTES
PERMANENT BUILDING COMMISSION
REGULAR MEETING
August 20, 2026
6:00 p.m.**

**Locations: Town Hall
83 Mountain Road
Suffield, CT**

Meeting Name: Permanent Building Commission Special Meeting

By: Kristen Lambert - Recording Secretary

Type of Meeting: Regular Meeting

Permanent Building Commission Members Present: Kevin Goff – Chairman, Glenn Neilson - Vice Chairman, Billy Gozzo, Joe Sangiovanni, Marty Page, Cathie Ellithorpe and Henry Miga

Permanent Building Commission Members Absent: Brian Baril

Also Present: Lee Corbert – DPW Director, Matt Dunbar – Superintendent, BOE, Tony DeLuzio – Colliers Project Leaders (Via Zoom), Chuck Warrington – Colliers Project Leaders (Via Zoom), Jeff Wyszynski – Tecton Architects and Rebecca Hopkins – Tecton Architects

Chairman Goff called the meeting to order at 6:00 p.m. and asked those in attendance to join in the Pledge of Allegiance.

Public Comment

None.

2027 PBC Meeting Calendar Review

Vice-Chairman Neilson MOTIONED and Commissioner Sangiovanni seconded to approve the 2027 PBC Meeting Calendar as presented. Motion passed unanimously.

Approval of Minutes:

a) Minutes of the Special Joint PBC and BOE Meeting held on May 21, 2026

Commissioner Miga MOTIONED and Commissioner Sangiovanni seconded to accept the Minutes of the Special Joint PBC and BOE Meeting held on May 21, 2026 as presented. Motion passed unanimously.

b) Minutes of the Special Joint PBC and BOFC Meeting held on May 28, 2026

Commissioner Miga MOTIONED and Commissioner Gozzo seconded to accept the Minutes of the Special Joint PBC and BOFC Meeting held on May 28, 2026 as presented. Motion passed unanimously.

c) Minutes of the Special Meeting held on June 16, 2026

Commissioner Miga MOTIONED and Commissioner Sangiovanni seconded to accept the Minutes of the Special Meeting held on June 16, 2026 as presented. Motion passed unanimously.

d) Minutes of the Regular Meeting held on June 18, 2026

Chairman Goff asked that one correction be made as follows:

1. Remove item “*a. Minutes of the Regular meeting held on Thursday, June 4, 2026*” as this meeting was expected but never scheduled.

Commissioner Miga MOTIONED and Commissioner Sangiovanni seconded to accept the Minutes of the Regular Meeting held on June 18, 2026 with the suggested correction. Motion passed unanimously.

e) Minutes of the Special Meeting held on August 13, 2026

Minutes will be approved at the next Regular Meeting of the Permanent Building Commission.

Public Works Update

Mr. Corbert provided an update on the Bruce Park bridge connecting the High School to the Large Animal Facility. Dayton Construction has been selected for the project, which is currently estimated at approximately \$286,000. The Board of Education has committed \$100,000, with the Town responsible for the remaining cost. The contractor is awaiting materials, with construction anticipated to begin toward the end of October. The project will address the bridge’s structural and load-rating requirements and include the necessary decking and safety improvements.

The Commission also received an update on the Police Department HVAC project. The Request for Proposals is being finalized and will be issued for contractor bids. The Commission discussed the importance of clearly defining the scope of work and coordinating the project to minimize disruption to Police Department operations. Once bids are received, they will be reviewed by the Commission and Town staff to determine the next steps. The Police Department HVAC project is currently listed among the Town’s active bid opportunities.

Vice-Chairman Neilson MOTIONED and Commissioner Sangiovanni seconded to rearrange the agenda to address the Firehouse planning update before the school facilities update. Motion passed unanimously.

Firehouse #1 Update Pre-Referendum Planning

The Commission received updates on the Firehouse planning study, including the results of the geotechnical investigation of the proposed Annex site. The borings were completed without encountering underground utilities or other significant subsurface concerns. Some moisture was encountered at approximately five to seven feet, while the seasonal water table was generally deeper. The soils were considered generally suitable for development, although the slope of the site will require careful management of grading and cut-and-fill. The project team indicated that a conventional spread-footing foundation and slab-on-grade construction appear feasible.

The Commission reviewed the three primary options under consideration: constructing a new Firehouse at the Annex site, renovating and adding onto the existing Firehouse, or demolishing the existing facility and constructing a new building on the current site. Discussion focused on operational continuity, site limitations, construction impacts, long-term functionality, and cost. The Fire Department continued to favor a new facility at the Annex site because it would allow the existing station to remain operational during construction and provide a modern facility with improved apparatus circulation and room for future needs.

Discussion regarding PBC Recommendations Firehouse 1 project to direct Tecton to Proceed

Vice Chairman Neilson MOTIONED and Commissioner Ellithorpe seconded to proceed with Option 1, the construction of a new Firehouse at the Annex site. MOTION passed unanimously.

The Commission directed Tecton and Colliers to continue developing the project along this direction.

School Facilities Update

Superintendent Dunbar provided an update on several school projects. Bid documents for the brickwork project were expected from Silver Petrucelli shortly, after which the project could be advertised for bids. The work is anticipated to occur in phases.

The Spalding School bathroom project was deferred until next summer. Rather than undertake partial work during the school year and potentially disrupt students, the entire project will be completed during the summer. Silver Petrucelli recommended that the project be put out to bid early in the new year to obtain appropriate pricing.

The sloped roof project has progressed following selection and vetting of the low bidder. Contract documents are being reviewed, including by Town legal counsel, before execution. The project is currently anticipated to begin in mid-October. The Commission emphasized the importance of completing the contract process in a timely manner so that the anticipated construction schedule is not delayed.

The High School rooftop HVAC replacement project was also discussed. The rooftop units have been installed and are operational, although balancing, controls, and temperature set points are still being adjusted. A Level 3 technician was on site to address issues, including a unit that had gone down because of wiring problems. The units serving the classrooms, band room, and auditorium were reported to be operational, allowing the school to begin the academic year with air conditioning available.

throughout the building. Additional remote switches requested by the Fire Marshal will be addressed through a change order.

Commission members noted that the HVAC commissioning work downstream from the rooftop units remains underway. The commissioning team will return when a suitable period is available to inspect the ventilation systems and components located above the ceilings. Because many of the downstream components are approximately 26 to 27 years old and may include controls installed by different vendors, compatibility issues may require future work. The Commission and project team emphasized coordinating this work to minimize disruption to school operations.

The Commission also discussed the need for a statement of special inspections associated with the roofing work, particularly to ensure that the structural and engineering requirements for the roof installation and anchoring are properly monitored.

Colliers/Tecton Presentation of Middle School Site report and findings of the June 25, 2026 Welti Report

Tecton and Colliers provided updates on the Middle School planning study and noted that the schedule is being driven by the goal of potentially presenting a project to voters at an early March referendum. To meet that schedule, budgets, educational specifications, and a clear project direction would need to be established by the beginning of December. The Commission identified December 1 as an important target for having a complete package available for bond counsel.

Tecton presented the results of the geotechnical and wetlands due diligence completed for the Middle School site. The geotechnical investigation included five borings, with depths reaching approximately 38 feet. The eastern portion of the site, particularly the areas represented by Borings 3 and 4, was found to have less favorable subsurface conditions and greater potential for differential settlement. Development in that area could require significant structural fill and extended settlement monitoring, potentially delaying the project by approximately a year. The western portion of the site, represented by Borings 1 and 2, was found to have more favorable conditions and could generally support a conventional foundation approach with appropriate crushed stone and geotextile measures.

Based on the geotechnical information, the project team concluded that the building should be shifted toward the west and south portions of the site where conditions are more favorable. A preliminary analysis indicated that development of the relocated building pad could involve an additional cost of approximately \$500,000. The project team will continue evaluating the site configuration and determine how the building can be positioned while maintaining appropriate parking, athletic fields, circulation, drainage, and other site requirements.

The wetlands investigation identified several wetland areas and three vernal pools. The vernal pools and associated setbacks significantly affect the amount of developable land available on the site. When the wetlands and geotechnical information were considered together, the preferred development area shifted further toward the west and south. The project team will continue evaluating stormwater management, site drainage, and the potential impact of the wetlands on the building footprint and surrounding site improvements.

The Commission discussed revisiting the renovation option as well as developing a revised new-construction option that more efficiently uses the available land. Tecton indicated that the building footprint may need to be reshaped or made more compact because usable land is limited. A more efficient footprint could also reduce certain construction costs. The Commission agreed that the additional information warranted further study rather than immediately eliminating the new-construction option.

The Commission discussed the possibility of acquiring additional property adjacent to the school site. The additional land could provide greater flexibility for positioning the building and preserving or relocating athletic facilities. The Commission also discussed reducing parking areas where appropriate and determining whether some existing athletic facilities, including tennis courts, could be relocated if doing so would make the preferred building configuration feasible.

Executive Session – Discussion of Land Options

Chairman Goff MOTIONED and Commissioner Ellithorpe seconded to enter Executive Session to Discuss Land Options and invited Brad Belcher – ACCE Chairman, Rebecca Hopkins – Tecton Architects, Jeff Wyszynski – Tecton Architects, Chuck Warrington – Colliers and Tony Deluzio - Colliers to participate at 7:10 p.m. Motion passed unanimously.

Executive Session ended at 7:32 p.m.

Action on Executive Session

No action taken.

New Business

None.

Public Comment

Victoria Copes – 223 Hickory Street

Next Meeting

The next Regular meeting of the Permanent Building Commission will be held on September 17, 2026 at 6:00 p.m.

Commissioner Miga MOTIONED and Commissioner Gozzo seconded, to adjourn the meeting at 7:37 p.m. Motion passed unanimously.

Respectfully submitted,

Kristen Lambert
Recording Secretary