

**PUBLIC BUILDING COMMISSION – Meeting Minutes**  
**Regular Meeting**  
**Wednesday, December 7, 2016 - 7:00 P.M.**  
**Town Hall, 84 South Main Street - Room 207/209**

Members Present: Mr. Mark Nash (Chairman)  
Mr. Edward Hill  
Mr. Art Crooker  
Mr. Richard Clavet  
Mr. Steven Durkee  
Mr. Richard Levy  
Mr. Vincent Robitaille

Members Absent: Mr. Matt Altieri  
Mr. Jim McKenney

Additional Present: Mr. Dan Marseglia, Board of Education  
Mr. Steve Gendreau, OTC

**I. PLEDGE OF ALLEGIANCE**

The assembled group recited the Pledge of Allegiance.

**II. ROLL CALL**

Chairman Nash called the meeting to order at 7:00 p.m. Roll was called and a quorum determined.

**III. PUBLIC ADDRESS**

There was no one from the public who wished to address the Commission.

**IV. GENERAL CORRESPONDENCE**

There were no general correspondences addressed.

**V. APPROVAL OF MINUTES - November 2, 2016**

*Motion by Mr. Clavet to approve the minutes of the PBC regular meeting held on November 2, 2016. Seconded by Mr. Hill and passed unanimously.*

## **VI. MONTHLY FINANCIAL STATUS**

Commission members reviewed the monthly financial status report of open Town projects.

## **VII. CONSENT CALENDAR**

*Motion by Mr. Clavet to approve the Consent Calendar. Seconded by Mr. Hill and opened for discussion.*

There was a brief discussion about the Concession Stand project being given back to the Public Building Commission.

*The motion was returned to a vote and passed unanimously.*

## **VIII. TOWN ATTORNEY LEGAL ISSUES**

There were no Town Attorney Legal Issues.

## **IX. OLD BUSINESS**

### **1. PROJECTS**

#### **A. Districtwide Lavatory Improvements**

Mr. Crooker stated all repairs have been made. Mr. Clavet stated the punch list has been completed, but not signed. Retainage will be held until the close out documents are received.

There was a brief discussion about the second phase of this project. It was decided to defer further discussion until the money has been appropriated by the Town Council.

#### **B. Utility Tunnel Improvements**

Mr. Crooker stated the annual inspection has been completed and a report has been provided. Mr. Marseglia stated all repairs have been completed except for one light fixture.

#### **C. CHS Interior Code Compliance**

Mr. Clavet reported this project is on hold pending the results of the Facility Master Plan from the State.

#### **D. CHS Exterior Storage Building**

Mr. Nash stated in Mr. McKenney's absence that this project is awaiting final site selection. Mr. Noewatne stated Milone and MacBroom are in the process of conducting a site study.

Mr. Nash formally appointed Mr. Levy to the subcommittee for this project.

E. Emergency Shelter Generators

Mr. Nash stated Mr. Hill will be resigning from the Public Building Commission in February because he is moving to Florida and Mr. Durkee will now chair this subcommittee. Mr. Durkee stated the final plans have been reviewed and approved and this project is ready to go out to bid. Steve Gendreau from OTC reviewed the specifications and drawings and there was a brief discussion.

*Motion by Mr. Robitaille for the Public Building Commission to recommend the Town Council approve this project to go out to bid. Seconded by Mr. Clavet and passed unanimously.*

Mr. Nash stated it would be beneficial for a member of the subcommittee on this project to attend the Town Council meeting next week.

F. Districtwide Sidewalk replacement Committee

There was no update on this project due to Mr. McKenney's absence.

G. Senior Center Basement Renovations

Mr. Robitaille stated this project is completed and everyone is happy with the results. Mr. Nash congratulated Mr. McKenney and Mr. Robitaille on a job well done.

*Motion by Mr. Robitaille to close out this project and move it to the Town Council for reappropriation of the remaining balance in the budget. Seconded by Mr. Hill and passed unanimously.*

**X. NEW BUSINESS**

A. CHS Concession Stand Project

Mr. Nash stated the footings have been dug and the rebar is on site. There was a brief discussion about the building official inspecting the footings. Mr. Nash formally appointed Mr. Robitaille to the subcommittee for this project. The next meeting will be held on December 15, 2016 at 7:45 a.m.

B. Election of Officers, to be effective January 2017

*Motion by Mr. Clavet to nominate Mr. Robitaille for Vice Chair. Seconded by Mr. Crooker. Motion passed 6-1-0 with an abstention by Mr. Robitaille.*

- C. Personnel for new subcommittees
  - 1) Cafeteria Renovations - Doolittle - Mr. Nash formally appointed Mr. Durkee to this project. The next meeting will be held on December 13, 2016 at 8:00.

- D. Dates for 2017 PBC meetings

*Motion by Mr. Crooker to approve the 2017 PBC meeting dates. Seconded by Mr. Robitaille and passed unanimously.*

## **XI. ADJOURNMENT**

*Motion to adjourn by Mr. Hill at 7:58 p.m. Seconded by Mr. Clavet and passed unanimously.*

Attest,

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Karen Gill  
Recording Secretary