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Seymour Permanent Building Committee

Meeting Minutes of July 16, 2015

The first meeting of the Town of Seymour Permanent Building Committee was called to order on July 16th at 7:05pm at the Norma Drummer Room in the Seymour Town Hall.

Attending were: First Selectman W. Kurt Miller; Committee Members Alex Danka; James Baldwin; John Conroy Jr.; Michael Marcinek; Paul Wetowitz; Stan Jachimowski

Absent: Committee Member Wayne Natzel

Public and Town Officials in Attendance: Trish Danka; Donald Smith and Anthony Caserta

The Meeting was called to order by First Selectman W. Kurt Miller and the Pledge of Allegiance was stated.

First Selectman Miller told all Committee Members of their role and Assignment as created by the First Selectman and the Board of Selectmen. A copy of the charge was provided to all members and a discussion took place with members of the Towns Strategic Planning Committee (Ms. Danka and Mr. Smith) relative to having a central document that identifies all the deficiencies and potential issues that the Town of Seymour should be prepared to fix, restore, or modify to help the Town grow and move forward over the next ten years.

The first order of business was the Election of officers:

On a motion and seconded, Michael Marcinek was elected as Chairman of the Permanent Building Committee (PBC)

On a motion and seconded, John Conroy Jr. was elected as Vice Chairman of the PBC

Public Comment was requested and hearing none, public session was closed.

Mr. Miller stated that Tony Caserta will be our liaison to the First Selectman's office and assist us as necessary.

The PBC and Strategic Planning Committee members continued an open discussion on our next meeting, issues that are critical to building maintenance and how we need to move this forward. Our next meeting will be held at the Seymour Public Library to review roof and maintenance issues at 7pm on Thursday 7/30/15 followed by a meeting on 8/13/15 at the Community Center, also at 7:00pm.

Currently the following issues must be addressed:

- Library water infiltration and damage, roof issues, wire glass, and potential HVAC over reading room.
- Sprinklers in Community Center, HVAC replacement, etc.
- What to do with 98 Bank Street
- Maintenance plans for all municipal buildings
- What, if any are the selling opportunities of municipal buildings
- Provide the Town with long term plans on each municipal building
- Incorporate any reports already done in our plans, for example the Energy Committee Report, the Seymour Library Report, The Silver Petrucelli 4 Building Space Needs Assessment and feasibility Report
- Fire Marshall Wetowitz will assist with any fire alarm system issues at town buildings
- School buildings will be put on a more long term outlook and needs the direct input from the Board of Education but eventually wrap within a Town wide long term plan.
- Meet with the Board of Selectman on a Semi Annual basis to review process, findings and actions
- PBC plan will be part of the Town's Strategic Plan

On a Motion and Seconded, the meeting was adjourned at 8:15pm.

Attachments:

PBC Charge

Permanent Building Committee Charge:

- Create a comprehensive inventory of all Town-owned buildings and structures (exhibit D from Strategic Plan) that expands on existing reports (especially Building Needs Committee) that will document:
 - Present condition
 - All necessary short-term repairs
 - Necessary long-term maintenance
 - Useful lifespan
 - Potential need for expansion/replacement
- Develop a comprehensive maintenance and repair plan that includes:
 - Prioritized list of urgent repairs
 - Schedule for preventative and other maintenance
 - The use of energy & cost-saving upgrades wherever possible
 - Annual appropriation recommendation for required studies
 - Financial plan for implementation of recommendations
 - Recommendations as to applicable grant programs to be pursued
- Report semi-annually to the Board of Selectmen on progress of plan
- Meet as-needed (at least quarterly) after first draft is finished to update plan, a updated version of which must be presented to Board of Selectman annually
- Review report after 10 years and determine if process needs to be reinitiated