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**Seymour Permanent Building Committee**  
September 10, 2015 Meeting Minutes  
Public Works

**Committee Members Present:** Jim Baldwin, John Conroy, Jr., Alex Danka, Stanley Jachimowski, Paul Wetowitz

**Committee Members Absent:** Michael Marcinek, Chairman, Wayne Natzel

**Town Officials Present:** Anthony Caserta

**Others Present:** Don Smith, Craig Stevens, Dept of Public Works, Jamie Brennan

Meeting was called to order by John Conroy at 7:05 and the Pledge of Allegiance was stated.

**Public Comment**

Jamie Brennan, 124 Bungay Road

Mr. Brennan stated that he has reviewed the charge of this committee. He commented that he would like to know if this committee is reviewing the best use of the current buildings, their efficiency, opportunity for consolidation, etc. Mr. Brennan commented that he heard that the second floor of the Community Center was used only for archives. Is that the best use of the space? He is also concerned about the boiler systems need for an upgrade. He commented that every room in the Community Center had doors open and the air conditioners on. Are we able to shut down some rooms not being used and find a way to be more efficient to cut the town's cost?

Mr. Conroy thanked Mr. Brennan and responded that the committee's charge is exactly what his concerns are as stated.

Mr. Smith noted that Burnam does not service boilers, rather they furnish boilers. The manufacturer of boilers install and service. He recommended this change be made in the minutes of August 27, 2015.

**Review of meeting minutes from previous meeting**

Mr. Danka commented that the first motion under Old Business should be corrected to state that Mr. Baldwin made the motion.

Ms. Gernat sent an email to Ms. Forsyth to correct the note that there is a air conditioner leak. "Air conditioner" should be replaced by "a drain pipe from a condensating pump is leaking into the boiler room".

**Motion:** Mr. Danka made a motion to approve the minutes as noted. Mr. Wetowitz seconded the motion.

**Motion Carried** 4-0 with Mr. Conroy abstaining

### **Review of Last Site Meeting**

Since our last meeting, Mr. Caserta sent crews to clean the brush outside the condenser unit and the Department of Public Works were notified of the fence on the wall and the handrailings that are coming apart.

Mr. Baldwin wanted it noted that the committee did not visit the Board of Education office area and would like to still visit to obtain a scope of work on how the floor space is being utilized, the square footage, etc.

Mr. Wetowitz commented that a prior committee that he was a member of created a report where condensing of office space was reviewed. Mr. Wetowitz recommended that this committee review those findings.

### **Review of Current Site**

Mr. Stevens provided a building background. The building opened in 1978 and the roof and furnace are younger than 10 years old. There is new lighting in the ceilings. He only sees normal wear and tear from regular use. His only recommendation is that the Department of Public Works needs more space.

The generator needs to be replaced because it is difficult to obtain parts when repairs are needed. Diesel fuel is the primary heating source. Air conditioning is provided by small individual room units.

Mr. Conroy commented that one recommendation is to install a remote control system to turn on the lights and heat when the building is not occupied to prepare the building for employees to arrive during a storm.

Mr. Wetowitz commented that the LAPC committee did review the outside tanks. The tanks need to be looked at again to consider replacing them in the near future. The tanks do not meet present code. They also need to consider larger tanks that will hold more fuel. The current storage systems consists of one diesel tank, one heating oil tank, and one gas tank, each holding 2,000 gallons of fuel. These tanks supply fuel for the entire town fleet.

Mr. Danka commented that he would like to see a secured outside area to store smaller items. Mr. Stevens recommended a second area located for Public Works that could be utilized for extra space is located at the town transfer station.

Mr. Stevens advised that all oil changes are performed at this location. All waste oil is put in drums and disposed of. The exhaust system was built in 1978.

Mr. Stevens then led the committee on a tour of the building.

After the tour, the committee then discussed what they found.

Mr. Caserta will send a letter to the appropriate town officials to formally request an inspection of a possible code violation.

Mr. Danka noted that the exhaust system is not compatible with every vehicle in the town's fleet.

**Update on the development of a short term maintenance program for all municipal buildings**

Mr. Caserta noted that Mr. Kurt Miller is working on a reorganization/restructure plan that will affect a maintenance program.

**Open discussion**

It was discussed that the possibility of waste oil used in the furnace as option to heat the building would cut costs and there would be less oil to dispose of. Mr. Stevens commented that approximately 1,000 gallons of waste fuel is disposed of twice per year.

Mr. Conroy commented that he sent a spreadsheet to all committee members showing different approaches to cost savings, operating costs, dates and timing of improvements, etc.

Mr. Danka recommends that we inform directors located at our site visits be contacted sooner to prepare for our visit.

It was recommended that our recommendations for all our sites visited be prepared and presented to town officials once our site visits are completed.

Mr. Danka commented that at the next meeting he will update this committee on the status of the town dog pound.

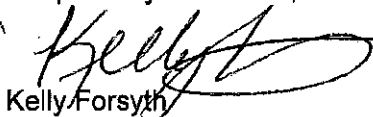
The next committee meeting will be held at Assembly Hall on September 24, 2015 at 7:00 p.m.

**Motion:** Mr. Wetowitz made a motion to adjourn meeting. Mr. Baldwin seconded the motion.

**Motion Carried:** 5-0.

Meeting adjourned 8:15

Respectfully Submitted,



Kelly Forsyth  
Recording Secretary

