

**TOWN OF KILLINGLY**  
**Killingly Town Hall**  
**172 Main Street, Danielson, CT 06239**  
**PERMANENT BUILDING COMMISSION (PBC)**  
**REGULAR MEETING MINUTES**  
**Wednesday, October 7, 2020**  
**7:00 p.m.**

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This meeting was held in the Town Hall for Members & Town Staff and via Facebook live stream for public access.

1. Call of the Meeting and Roll Call: Chairman Tom Weaver called the meeting to order at 7:00 p.m.

**Members Present:** Stewart Rivers, Daniel Toth, Vice Chairman Thomas Weaver  
**Members Absent:** Marcel Lussier, Kyle Zadora (with notification)

**Also Present:** Mary Bromm, Community Development Administrator, Kevin Kerttula Town Council Liaison.

2. Citizens Participation: NONE

3. Approval of Minutes:

- a. September 2, 2020:

**MOTION #1 (10/07/20):** made by Mr. Rivers SECONDED BY Mr. Toth that the Permanent Building Commission approves the September 2, 2020 Meeting Minutes - as presented  
**VOICE VOTE: UNANIMOUS; MOTION CARRIED**

4. Unfinished Business:

- a. **KMS RENOVATION/ADDITION PROJECT:**

Mary Bromm provided the Draft Request for Qualifications & Proposal for Construction Management at Risk Services for the Killingly Memorial School Renovation/Addition Project document for review. There was consensus the proposal was very professional and thorough. Comments for revisions included contractor acknowledgement of documented workers on the project and a confirmation that contractors who cannot or will not comply with all items in the RFQ/P should not apply. Mary Bromm will inform the Town Attorney that that PBC approved the proposal and request a draft contract for the RFQ/P.

PBC took the following action and will review responses at their November 4, 2020 regular meeting.

**MOTION #2 (10/07/20):** made by Mr. Rivers SECONDED BY Mr. Toth that the Permanent Building Commission authorizes Town Staff to go out to bid with the Request for Qualifications & Proposal for Construction Management at Risk Services  
**VOICE VOTE: UNANIMOUS; MOTION CARRIED**

5. New Business: NONE

6. Other: NONE

7. Correspondence: NONE

8. Council Member Report: Mr. Kertulla discussed recent Town Council activities, including but not limited to, authorization for Town Manager and Finance Director to move forward with USDA Grants and associated re-financing for the sewer project.

9. Adjournment:

**MOTION #3 (10/07/20):** made by Mr. Toth SECONDED BY Mr. Rivers that the Permanent Building Commission adjourn the meeting at 7:19 p.m.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

Respectfully submitted, *Sherry Pollard*,  
Recording Secretary