

# TOWN OF KILLINGLY

## PERMANENT BUILDING COMMISSION (PBC)

Killingly Town Hall – Town Meeting Room, 172 Main Street, Danielson, CT 06239

### REGULAR MEETING MINUTES

Wednesday, December 6, 2017, 7:00 p.m.

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

**Members Present:** Stewart Rivers, Daniel Toth, Thomas Weaver, Vice Chairman Kyle Zadora

**Members Absent:** Marcel Lussier

**Also Present:** Community Development Administrator Mary Bromm, Assistant Building Official Tim Brennan, Town Manager Sean Hendricks and Board of Education Liaison John Burns.

2. Citizens Participation: None

3. Adoption of Minutes:

- A. November 1, 2017

**MOTION #1 (12/06/17):** made by Mr. Zadora SECONDED BY Mr. Rivers that the Permanent Building Commission approve meeting minutes of November 1, 2017 as presented

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

- B. November 8, 2017

**MOTION #2 (12/06/17):** made by Mr. Rivers SECONDED BY Mr. Zadora that the Permanent Building Commission approve meeting minutes of November 8, 2017 as presented

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

4. Unfinished Business:

**A. KMS, KCS & GOODYEAR ROOF REPLACEMENT PROJECTS:**

Mr. Brennan updated the Commission on active punch-list items for KMS, KCS & Goodyear.

**KCS:** There was review of the Architects Field Report, dated November 8, 2017. This list included both interior items and exterior items. Mr. Brennan noted most items should be 100% complete by the end of next week, and verified that items marked complete on the punch-list were in fact complete and were done well.

Mary Bromm noted most of the administrative paperwork has been submitted, however, there is one location at the gymnasium that is holding water. Once, this item is corrected there will be a final inspection and the warrantee would then be validated.

**KMS:** There was review of the Architects Field Report, dated November 8, 2017. Mary Bromm noted the administrative paperwork process is not going well when attempting to work with change orders. Additionally, the contractor has been extremely slow in processing all administrative paperwork associated to the entire project. In summary, there is a lack of paperwork addressing punch-list items at this point.

**GOODYEAR:** Mr. Brennan updated the Commission on active punch-list items. Work is on-going and the contractor is not ready to address punch-list items at this point.

5. New Business:

A. Meeting Dates 2018

**MOTION #3 (12/06/17):** made by Mr. Zadora SECONDED BY Mr. Toth that the Permanent Building Commission approve 2018 Meeting Dates as presented

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

B. ADA Projects Update:

Mary Bromm, Superintendent Steve Rioux, and Silver Petrucelli met in the past to discuss ideas about phasing ADA projects to facilitate the budget and State of CT reimbursement processes. The phased approach also allows the cost of the projects to be spread therefore reducing the financial impact to residents/tax payers.

Mary Bromm and Steve Rioux recently attended a meeting with the State of CT regarding the ADA phased approach, State filing timeline requirements, and re-imbursement procedures. The State agreed with the phased approach. As a result, the Architect is working on new plans for all projects. The ADA projects can move forward once new work scopes have been determined.

The KMS Window Project was also discussed with the State of CT. The project was not moved forward to the legislature for a 2018 approval and funding may not be made available until 2019. There is the possibility the State may re-designate the project allowing for earlier reimbursement and an earlier project start date.

6. Other: None

7. Correspondence: None

8. Council Member Reports: None

9. Adjournment:

**MOTION #4 (12/06/17):** made by Mr. Toth SECONDED BY Mr. Rivers that the Permanent Building Commission adjourns the meeting at 8:08 p.m.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

Respectfully submitted,  
*Sherry Pollard,*  
Recording Secretary