



# TOWN OF KILLINGLY

## COMMUNITY DEVELOPMENT OFFICE

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## TOWN OF KILLINGLY

### PERMANENT BUILDING COMMISSION

Wednesday, December 7, 2016

7:00 p.m.

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

### AGENDA

1. Call of the Meeting and Roll Call
2. Citizen Participation
3. Adoption of Minutes: November 2, 2016
4. Unfinished Business: None
5. New Business:
  - a. 2017 Meeting Dates
6. Other
7. Correspondence
8. Council Member Reports
9. Adjournment

## **AGENDA ITEM COVER SHEET**

### **ITEM 3 : MEETING MINUTES**

**PREPARED BY:** Mary Bromm, Community Development Administrator

### **ITEM SUMMARY:**

Attached are the minutes for November 2, 2016.

### **ACTION REQUESTED AT DECEMBER 7, 2016 MEETING:**

Upon review, approve minutes.

### **SUPPORTING DOCUMENTS:**

- Minutes

**TOWN OF KILLINGLY**  
**PERMANENT BUILDING COMMISSION (PBC)**  
**MEETING MINUTES**  
Killingly Town Hall – Town Meeting Room 2<sup>nd</sup> Floor  
172 Main Street, Danielson, CT 06239  
**Wednesday, November 2, 2016, 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 7:04 p.m.

**Members Present:** Marcel Lussier, John Navarro, Stewart Rivers, Thomas Weaver, and Kyle Zadora. **Alternate Members Present:** Daniel Toth. **Alternate Members Absent:** Mark Dumas (with notification). **Also Present:** Community Development Administrator Mary Bromm and Board of Education Member John Burns

2. Citizens Participation: None

3. Adoption of Minutes:

- a. October 5, 2016 Regular Meeting

**MOTION #1 (11/2/16):** made by Mr. Rivers SECONDED BY Mr. Zadora that the Permanent Building Commission approve the October 5, 2016 Minutes - as presented  
**VOICE VOTE: UNANIMOUS; MOTION CARRIED**

- b. October 20, 2016 Regular Meeting

**MOTION #2 (11/2/16):** made by Mr. Zadora SECONDED BY Mr. Navarro that the Permanent Building Commission approve the October 20, 2016 Minutes - as presented  
**VOICE VOTE: UNANIMOUS; MOTION CARRIED**

4. Unfinished Business:

- a. KMS Roof Replacement Project
- b. KMS Window Replacement Project
- c. KCS Roof Replacement Project
- d. Goodyear School Partial Roof Replacement Project

The above listed projects a. through d. were combined for discussion purposes. The Commission discussed the project scopes, architectural construction, architectural fees, engineering costs, contingency accounts, State reimbursement formulas, administration fees (including bidding & bonding costs), logistics of the Town of Killingly referendum schedule, and the potential need to hire a professional Clerk of the Works.

Killingly Memorial School – Roof Replacement Project:

**MOTION #3 (11/2/16):** made by Mr. Zadora SECONDED BY Mr. Rivers that the Permanent Building Commission recommends approval of the Killingly Memorial School Roof Replacement Project with a budget estimate of One Million Six Hundred Thousand Dollars (\$1,600,000) and that the Permanent Building Commission sends the project back to the Town Council for approval and financing

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

Killingly Central School – Roof Replacement Project:

**MOTION #4 (11/2/16):** made by Mr. Zadora SECONDED BY Mr. Rivers that the Permanent Building Commission approve recommends approval of the Killingly Central School Roof Replacement Project with a budget estimate of One Million Two Hundred Seventy-Five Thousand Dollars (\$1,275,000) and that the Permanent Building Commission sends the project back to the Town Council for approval and financing

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

Goodyear Early Childhood Center Roof Replacement Project:

**MOTION #5 (11/2/16):** made by Mr. Rivers SECONDED BY Mr. Navarro that the Permanent Building Commission approve recommends approval of the Goodyear Early Childhood Center Roof Replacement Project with a budget estimate of Three Hundred Fifty Thousand Dollars (\$350,000) and that the Permanent Building Commission sends the project back to the Town Council for approval and financing

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

Killingly Memorial School Window Replacement Project:

**MOTION #6 (11/2/16):** made by Mr. Lussier SECONDED BY Mr. Navarro that the Permanent Building Commission approve recommends approval of the Killingly Memorial School Window Replacement Project with a budget estimate of Two Million Nine Hundred Seventy-Five Thousand Dollars (\$2,975,000) and that the Permanent Building Commission sends the project back to the Town Council for approval and financing

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

5. New Business: None
6. Other: None
7. Correspondence: None
8. Council Member Reports: None
9. Adjournment:

**MOTION #7 (11/2/16):** made by Mr. Navarro SECONDED BY Mr. Zadora that the Permanent Building Commission adjourns the meeting at 8:04 p.m.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

Respectfully submitted,  
**Sherry Pollard**  
Recording Secretary

## **AGENDA ITEM COVER SHEET**

**ITEM 5 (a):            2017 MEETING DATES**

**PREPARED BY:**    Mary Bromm, CD Administrator

**ITEM SUMMARY:**

The Commission must, on an annual basis, approve the meeting dates for the following year. Attached is the proposed 2017 meeting schedule.

**ACTION REQUESTED AT DECEMBER 7, 2016 MEETING:**

Review and Adopt 2017 Meeting Dates

**SUPPORTING DOCUMENTS:**

- **2017 Meeting Dates**



Community Development Office

**Memorandum**

Date: December 8, 2016

To: Elizabeth M. Wilson, Town Clerk  
From: Mary E. Bromm, Community Development Administrator  
RE: **Permanent Building Commission Meeting Dates - 2017**

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During their Regular Meeting on December 7, 2016, the Permanent Building Commission voted to approve the following as their 2017 meeting dates:

January 4, 2017  
February 1, 2017  
March 1, 2017  
April 5, 2017  
May 3, 2017  
June 7, 2017  
July 5, 2017  
August 2, 2017  
September 6, 2017  
October 4, 2017  
November 1, 2017  
December 6, 2017

Please contact me if you need additional information on this matter.