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

Members Present: Daniel Toth, Thomas Weaver, Kyle Zadora.

Members Absent with Notification: Marcel Lussier, Stewart Rivers.

Also Present: Town Manager Mary Calorio, Community Development Administrator Mary Bromm, Town Council Liaison Kevin Kertulla, Superintendent of Schools Steven Rioux, and Project Architect Paul Jorgensen.

2. Citizens Participation: None

3. Adoption of Minutes:
   a. October 2, 2019
      
      MOTION #1 (12/03/19): made by Mr. Zadora SECONDED BY Mr. Toth that the Permanent Building Commission approve the October 2, 2019 Meeting Minutes - as presented
      VOICE VOTE: UNANIMOUS; MOTION CARRIED

   b. October 7, 2019
      
      MOTION #2 (12/03/19): made by Mr. Zadora SECONDED BY Mr. Toth that the Permanent Building Commission approve the October 7, 2019 Meeting Minutes - as presented
      VOICE VOTE: UNANIMOUS; MOTION CARRIED

4. Unfinished Business:
   a. KCS ADA PROJECTS:

      Paul Jorgensen, Silver Petrucelli, was present to provide specific details about the design and associated costs for the lower level HVAC system etc.

   CHANGE ORDERS:

      Sarazin Change Order 14R1 - Request for Information #16 regarding HVAC Upgrades. PBC members were uncomfortable with the amount of hours anticipated for the mechanical contractor.

      MOTION #3 (12/03/19): made by Mr. Toth SECONDED BY Mr. Zadora that the Permanent Building Commission approve Sarazin Change Order Request 14R1 Source RFI#16, in an amount not to exceed $49,473.14.
      VOICE VOTE: UNANIMOUS; MOTION CARRIED

      Sarazin Change Orders #09, #11, #22 & #29: It was noted, Mary Bromm will review to confirm if contractor previously agreed to a 10% credit for change order #09.

      MOTION #4 (12/03/19): made by Mr. Zadora SECONDED BY Mr. Toth that the Permanent Building Commission table Sarazin Change Order #09 - Chase walls at Kindergarten Bathroom $3,303.50
      VOICE VOTE: UNANIMOUS; MOTION CARRIED
MOTION #5 (12/03/19): made by Mr. Zadora SECONDED BY Mr. Toth that the Permanent Building Commission approve Sarazin Change Order #22 (add) sprinklers to closets totaling $1,140.98
VOICE VOTE: UNANIMOUS; MOTION CARRIED

MOTION #6 (12/03/19): made by Mr. Zadora SECONDED BY Mr. Toth that the Permanent Building Commission approve Sarazin Change Order #11 ACT ceilings in (2) hallway closets totaling $532.02
VOICE VOTE: UNANIMOUS; MOTION CARRIED

MOTION #7 (12/03/19): made by Mr. Zadora SECONDED BY Mr. Toth that the Permanent Building Commission approve Sarazin Change Order #29 Remove and replace condensate line in administrative area totaling $7,997.85
VOICE VOTE: UNANIMOUS; MOTION CARRIED

b. KCS OIL TANK:

MOTION #8 (12/03/19): made by Mr. Zadora SECONDED BY Mr. Toth that the Permanent Building Commission approve payment of final bill in the amount of $6,966.82
VOICE VOTE: UNANIMOUS; MOTION CARRIED

c. KMS CONCEPTUAL DESIGN: Silver Petrucelli has completed conceptual design for KMS Modular Removal / Addition Project. PBC reviewed numerous options of design. It was noted, the Superintendent of Schools is in favor of Concept Design 2.2.

MOTION #9 (12/03/19): made by Mr. Toth SECONDED BY Mr. Zadora that the Permanent Building Commission recommend Concept Design 2.2 with Cost Option 3
VOICE VOTE: UNANIMOUS; MOTION CARRIED

MOTION #10 (12/03/19): made by Mr. Zadora SECONDED BY Mr. Toth that the Permanent Building Commission approve to send the above recommendation MOTION #9 to Town Council for review and consideration
VOICE VOTE: UNANIMOUS; MOTION CARRIED

d. KMS WINDOW REPLACEMENT PROJECT:

MOTION #11 (12/03/19): made by Mr. Zadora SECONDED BY Mr. Toth that the Permanent Building Commission approve Change Order (add) window shades in the amount of $4,227.40
VOICE VOTE: UNANIMOUS; MOTION CARRIED

5. New Business:

a. 2020 Meeting Dates: *Note — January 2, 2020 is a Thursday.

MOTION #12 (12/03/19): made by Mr. Zadora SECONDED BY Mr. Toth that the Permanent Building Commission approve 2020 Meeting Dates — as presented
VOICE VOTE: UNANIMOUS; MOTION CARRIED

6. Other:

7. Correspondence:

8. Council Member Reports: Kevin Kertulla discussed Town activities.

9. Adjournment:

MOTION #13 (12/03/19): made by Mr. Toth SECONDED BY Mr. Zadora that the Permanent Building Commission adjourns the meeting at 8:25 p.m.
VOICE VOTE: UNANIMOUS; MOTION CARRIED

Respectfully submitted,
Sherry Pollard, Recording Secretary