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

**Members Present:** Marcel Lussier, Stewart Rivers, Daniel Toth, Thomas Weaver, Kyle Zadora.

**Also Present:** Mary Bromm, Community Development Administrator, Kevin Kerttula, Town Council and Mike Vassar, Board of Education Maintenance Director.

2. Citizens Participation: None

3. Adoption of Minutes:
   
a. August 7, 2019

   **MOTION #1 (10/02/19):** made by Mr. Lussier SECONDED BY Mr. Zadora that the Permanent Building Commission approve the August 7, 2019 Meeting Minutes as presented

   **VOICE VOTE: UNANIMOUS;**

   **MOTION CARRIED**

4. Unfinished Business:

   a. **KMS/KCS ADA PROJECTS:**

   **KMS CHANGE ORDERS:** Mary Bromm indicated the project is in the punch list stage with a majority of items completed. PBC members reviewed change orders for both KMS & KCS ADA Projects:

   **MOTION #2 (10/02/19):** made by Mr. Zadora SECONDED BY Mr. Toth that the Permanent Building Commission approve the following Change Orders for the **KMS ADA Project**:

   **Formal Change Order #2 includes:**

   1. VCT tile - room M04  
      2. New door - E22  
      3. Radiator removal & inserts  
      4. **Credit for roof work** (-3,700.00)  
      5. New Emergency lighting - ADA bathrooms  
      6. Relocate exit light and motion sensor  
      7. Relocate receptacle - IT rack  
      8. Provide power - bathroom fan E20 & E22  
      9. Tunnel work  
      10. New door E17  
      11. New door E20

   **VOICE VOTE: UNANIMOUS;**

   **MOTION CARRIED**

   **KCS CHANGE ORDERS:** Mary Bromm indicated the project has been moving slowly but now seems to be picking-up. The ramp/lower office area continues to present challenges. A significant modification to the heating system associated to this area must be reviewed, discussed, and decided upon. There was discussion held regarding specifications of various heating system options, high contractor quotes, and potential financial impacts to the project budget. PBC members concluded contractor specifications for the heating system are in question and the quote appears to be unreasonably high.
There was PBC consensus the Architect’s Mechanical Engineer be contacted for clarification regarding heating system options. At such point additional information is received, PBC will perform a walk-through and gather information to be used in rendering a decision on the system.

PBC agreed to “pull off the approval list” Change Order (#21) Domestic Water Supply - 1,374.03 and Change Order (#09) Unit Pricing for Block - 3,303.30.

**MOTION #3 (10/02/19):** made by Mr. Rivers SECONDED BY Mr. Toth that the Permanent Building Commission approve the following Change Orders for the KCS ADA Project:

<table>
<thead>
<tr>
<th>C/O</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Rework piping in basement &amp; project management</td>
<td>4,604.00</td>
</tr>
<tr>
<td>5</td>
<td>Raise existing mains &amp; relocate heads</td>
<td>5,181.75</td>
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<tr>
<td>10</td>
<td>Demolition &amp; saw cutting machine</td>
<td>7,692.93</td>
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<tr>
<td>12</td>
<td>2 X 4 Material</td>
<td>525.00</td>
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<td>13</td>
<td>Window frosting</td>
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<td>15</td>
<td>Emergency Lights</td>
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<tr>
<td>16</td>
<td>Misc. Electrical</td>
<td>3,031.79</td>
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<tr>
<td>17</td>
<td>Electrical Work</td>
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<td>18</td>
<td>Electrical Work</td>
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<tr>
<td>19</td>
<td>Wiring for 2 fans</td>
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<tr>
<td>20</td>
<td>Intercom Wiring &amp; labor</td>
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<tr>
<td>23</td>
<td>Water piping</td>
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<tr>
<td>24</td>
<td>Steam &amp; Condensate</td>
<td>6,356.75</td>
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<tr>
<td>25</td>
<td>Asbestos Abatement</td>
<td>5,113.50</td>
</tr>
</tbody>
</table>

**TOTAL 41,102.66**

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

5. New Business: None

6. Other: None

7. Correspondence: None

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

9. Adjournment:

**MOTION #4 (10/02/19):** made by Mr. Toth SECONDED BY Mr. Lussier that the Permanent Building Commission adjourns the meeting at 8:00 p.m.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

Respectfully submitted,
Sherry Pollard

Recording Secretary