

Town of Lyme  
Building Maintenance Committee  
Tuesday May 10<sup>th</sup>, 2011  
8:00AM Town Offices Conference Room

Present: Don Elder, Frank Bowles, Michael Woodard, Dina Cutting (arrived 8:25AM) and Richard Vidal.

1. Frank called the meeting to order at 8:05am.
2. The minutes for March 15<sup>th</sup> were approved as submitted.
3. By Acclimation Frank Bowles is Chair for another year as the anniversary will be at the next meeting.
4. Question of integration of Capital Reserve Com with our Maintenance Com.
5. The list of “to do” projects, repairs and jobs were reviewed, after a lengthy discussion the top 5 were identified:
  - 1a. Roof repairs at the Lyme Center Academy Building
  - 1b. Well installation at Town Office/Police and Pike House.
  2. Drainage in police corner of parking lot to Pike house driveway.
  3. Generator at Highway Garage (MW feels this is a life safety issue)
  4. Fire Station energy issues. (It was reported Chief Hinsley has formed a committee to investigate options that will address this issue). The Building Maintenance Committee will wait for their recommendations).

The above list is the recommendation of this committee to the Selectmen for consideration in prioritized order.

7. It was noted some of the smaller repair items to be done at the Pike House and LCAB are regular maintenance and should be followed through with as maintenance items.
8. Frank noted the Library had reported they have funds to address the concerns on the list.
8. Followed was a discussion on the procedure this committee will follow pertaining to specs for various jobs, bidding, department head involvement, deciding on which jobs are done ect. Dina reported the Selectmen will reviewing the sample specs and decide what the procedure will be for this committee.
9. Frank recommended the Selectmen allocate money to order and have on hand a reference for all building codes. This will help not only this committee but the Zoning Board when questions come up concerning codes. Michael moved and Don seconded this recommendation. Voted unanimously in favor.

The next meeting is scheduled for June 14, 2011 at 8:00am in the conference room.

The meeting was adjourned.

To the best of my recollection,

Michael Woodard (Captain Life and Safety) and Dina Cutting