

Municipal Buildings (Maintenance & Repair) Committee

12/11/2012 Meeting Minutes

Members present: Mr. Trudeau, Mr. Dunn, Mr. Espe

Meeting called to order at 8:04 p.m. by Chair Mr. Trudeau.

Prior Minutes

Mr. Dunn moved to accept the corrected minutes of the Committee's meeting of 09/11/2012. Mr. Espe seconded. The motion passed unanimously.

Old Business

Public Safety Building

- **Home Depot Credit Services expense** – resolved to the Committee's satisfaction.
- **Seal Coating Existing Masonry** – Chief Pauley is pursuing quotes for the work. The Committee voted to have Chair Trudeau follow up with Mr. Gaumond and Chief Pauley and invite them to report on the quotes received and action taken at the Committee's March 12, 2013 meeting. This item is to be kept on the agenda for that meeting.

DPW Building

- **Expense for Respirators** – the Committee voted that no further action be taken on this, as the expense is minimal (about \$25.00), and the head of the DPW has left.

Building Inspector

- The Committee voted to request that Chair Trudeau contact Mr. Gaumond to follow through on Mr. Gaumond's prior agreement to meet with the Building Inspector and discuss inspecting town buildings. The Committee also asked that Mr. Gaumond and the Building Inspector be invited to attend a future Committee meeting to share the outcomes of those inspections with the Committee – perhaps at the March 2013 meeting. Mr. Trudeau will suggest that the Public Safety building should be the first inspected.

Maintenance Schedules

- The Committee reviewed Mr. Gaumond's schedule of capital maintenance items. This 'cheat sheet' was developed by Mr. Gaumond from a more detailed maintenance schedule prepared by the library. The Committee moved that Chair Trudeau notify Mr. Gaumond of the following comments:
 - Add a column to the 'cheat sheet' summary for estimated/replacement cost.

- The Committee felt that the idea of a detailed maintenance schedule with a summary of key items, such as that maintained by the Library, was good and should be developed for all buildings – including the DPW building and the PSB building – to aid each responsible manager to anticipate/budget maintenance costs for their building.
- The Committee would like Mr. Gaumond to discuss with the Committee plans for extending the maintenance schedule concept to the DPW and PSB departments at a future meeting.

New Business (None)

Mr. Dunn motioned to adjourn, Mr. Espe seconded, and all assented. Meeting was adjourned at 9:10 pm.

Respectfully submitted,

Gerald Espe, Secretary