

# **Municipal Buildings (Maintenance & Repair) Committee**

## ***9/11/2012 Meeting Minutes***

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

Meeting called to order at 6:34 p.m. by Chair Mr. Trudeau.

### **Prior Minutes**

Mr. Espe moved to accept the minutes of the Committee's public hearing and meeting of 12/13/2011 , as published by Mr. Trudeau and read by Mr. Espe. Mr. Bricault seconded. No discussion. The motion passed unanimously.

### **Old Business**

Mr. Espe to notify Town Clerk that there was no quorum at the 2/18/12 meeting. Accordingly, there will be no minutes.

Expenditures as of the fiscal year-end (3/31/2012) were reviewed by the committee. Of note were the following:

- **Public Safety Building**
  - Expense for "Home Depot Credit Services" did not have detail about what the expense covered. Mr. Trudeau to request additional information from Ms. Lucier.
  - Lack of expenses for seal-coating the masonry exterior. During the building walkthrough held last 2/8/2012, the topic of seal-coating was discussed with Chief Pauley. The Committee was curious as to whether or not seal-coating was further pursued. A motion was made by Mr. Bricault to have Mr. Trudeau pursue the question with Mr. Gaumond, seconded by Mr. Espe, and approved by unanimous vote. (That question was pursued later in the meeting – as noted below).
- **DPW Building:**
  - Expense for "Respirators" seemed odd as a maintenance expense. Mr. Trudeau to request additional information from Ms. Baruzzi.
- **Library:**
  - Expense for "Install Light Fixtures" was discussed. Mr. Espe explained that existing fixtures in the basement were replaced with more energy efficient and effective fluorescent lamps. No further action.

Upon Mr. Gaumond's arrival at the meeting, the following were discussed:

- Mr. Gaumond briefed the Committee on plans to replace the Public Safety Building's (PSB) roof, and to prepare bids to replace doors and update the ventilation at the DPW building.
- Mr. Gaumond agreed to pursue with the town building inspector and Chief Pauley seal-coating the exterior of the PSB. Mr. Gaumond will also discuss with the building inspector the idea of inspecting all town buildings (DPW, PSB, and Library) noting items that should be addressed. The idea is to be proactive in identifying items of potential significance.
- Mr. Gaumond suggested the committee invite the building inspector to a meeting to discuss building maintenance concerns.
- Mr. Gaumond shared his longer term goal of a more formal facilities management process and plan – which is not presently in place. This process and plan might in part entail a comprehensive listing of items (boilers, carpets, elevators, etc.), expected life spans, estimated costs to maintain annually, estimated costs to replace, etc. Such a listing might then serve as a fiscal guide for maintaining and replacing these items.

Mr. Trudeau reviewed photos and notes from the building walkthroughs conducted last February (2/18/2012).

**New Business (None)**

Mr. Espe motioned to adjourn, Mr. Dunn seconded, and all assented. Meeting was adjourned at 8:45 pm.

Respectfully submitted,

Gerald Espe, Secretary