

Municipal Buildings (Maintenance & Repair) Committee

03/12/2013 Meeting Minutes - DRAFT

Members present: Mr. Trudeau, Mr. Espe, Mr. McCormick, Mr. Bricault

Guests present: Mr. Brodeur, Building Inspector, Mr. Sylvia, Head of the DPW

Meeting called to order at 6:37 p.m. by Chair Mr. Trudeau.

Prior Minutes

Mr. Espe moved to accept the corrected minutes of the Committee's meeting of 12/11/2012. Mr. Trudeau seconded. The motion passed unanimously.

Old Business

Public Safety Building

- **Seal Coating Existing Masonry, Masonry Repairs, Window Replacements**

Mr. Brodeur reported that he has contacted 2 stone masons, one of whom came to the PSB. Sealing is long overdue - should be done every 10 years. A rough estimate for the needed work is \$3.50 – \$4.00 per sq ft. Work includes power wash, masonry repair, and sealing. The stone mason found no structural issues. Total sq ft is approx 7200. Current work being is being performed by the fire staff (painting parts of the building). Future maintenance work may include painting the 2nd floor rooms, replacing carpet, and replacing windows. This work may depend on how the building use works out. For example, there has been talk of consolidating dispatching services with other communities – which might free up space currently used.

Building Inspector's Inspections of Municipal Buildings

- Library – Mr. Brodeur reported that the Library is in good shape.
- DPW – Mr. Brodeur reported that the roof is in good shape. Exterior needs maintenance – repointing, for example. Nothing drastic at this point. Windows are OK but could use caulking. New doors are in place. Doors should be maintained yearly (springs, balance, etc.) to prolong their lives. Same applies to the PSB (doors should be maintained yearly). Should plan on regular maintenance of the new ventilation system.

Maintenance Schedules

Mr. Trudeau shared the spreadsheets received from Mr. Gaumond. Mr. Bricault noted that there seems to be a duplication of spread sheets covering many of the items that the Finance committee tracks. Finance tracks replacement costs/schedules. Mr. Bricault suggested that the Maintenance and Repair Committee might be best concerned with maintenance *before* the replacement is

needed. It became apparent that we were reviewing the capital replacement cheat sheet – and not a maintenance schedule. The consensus was that maintenance schedules similar to those maintained by the Library are desirable for all buildings (PSB and the DPW).

New Business

MBC Reports

The latest reports do not provide enough detail as to what the expenditures are for. Past reports did. Mr. Trudeau moved that he talk with Ms. Guertin and report back to the Committee about a simple way to capture expense detail. Seconded by Mr. McCormick. Motion passed unanimously.

Mr. Espe moved that Mr. Trudeau, in consultation with Mr. Gaumond, obtain maintenance schedules for the PSB and DPW, using the Library's maintenance schedule as an example. The motion was amended by Mr. Trudeau, seconded by Mr. McCormick. Assent was unanimous. Mr. Espe to obtain the Library's maintenance schedule for Mr. Trudeau.

MBC Report for May 2013 Town Meeting

Mr. Trudeau's draft report was reviewed. It will be changed to note that the PSB will need exterior repairs (as noted above) – funding for which will probably be needed to be approved at a future Town Meeting.

Other

The Committee discussed the usefulness of a facilities manager. It was generally recognized that a manager would be beneficial as needed maintenance tasks might tend to get done. With the possibility of more municipal buildings coming to town, the need for a manager will likely increase.

Mr. McCormick motioned to adjourn, Mr. Bricault seconded, and all assented. Meeting was adjourned at 8:30 pm.

Respectfully submitted,

Gerald Espe, Secretary