

Permanent Building Committee
Minutes - January 14, 2006

Present: Co-Chairs Bruce Ey and Elaine Jones, Craig Blake, James Cummings, and Michael Melnick. Also present: Building Inspector Jim Kelly.

The meeting was called to order at 9:00 a.m. at the DPW Conference Room.

Minutes The minutes of the November 28 and December 7, 2005 meetings were tabled.

DPW Project Mr. Kelly informed the group that a number of building occupants had moved out of the building and are now located in the old Highway offices. A temporary office trailer was requested by the employees so that the operation of the DPW/Engineering would be more efficient and better serve the public. Mr. Kelly has provided costs to the Town Manager.

There had also been a request from employees to meet with an independent air quality specialist to review the November air quality testing results. It was also noted that the Conservation Coordinator had found a study pertaining to diesel fumes and would like the recent testing compared to the study data. It was agreed that Mr. Blake would obtain the study information from Ms. Dineen for review by the Woodard and Curran air quality expert. Mr. Blake will confer with the Health Director concerning arrangements for a meeting with an air quality expert and the employees.

The Committee prepared a time-line of remediation efforts for presentation to the employees as informational background. Committee members will attend the employee informational meeting, but it will not be scheduled as a Committee meeting as no Committee business will be discussed.

Mr. Blake also presented a daily log form which Mr. Kelly will provide to the employees to record air quality problems.

It was agreed to continue with the building/equipment improvements.

Mr. Kelly informed the group that the in-line fans have been installed, but the Engineer will need to verify that the controls are correct prior to installation.

Meeting Schedule The next meeting will be called by the Chairman as necessary.

There being no further business to discuss, the meeting was adjourned at 11:00 a.m..

Respectfully submitted,

Elaine L. Jones