

PUBLIC SITE & BUILDING COMMISSION

Clifford J. Hurgin Municipal Center  
1 School Street  
Bethel, CT 06801

**Regular Meeting Minutes**

**Wednesday July 10, 2013**

**7:30 pm**

**C.J. Hurgin Municipal Center – Meeting Room “B”**

**PRESENT:** Chair Scott Perry, Co-Chair Nancy Ryan, Jane Bickford, Ellen Connell, Jon Menti, John Perna, James Wright (8:04 PM)

**ABSENT:** Jim Lacey, Deno Gualtieri

**ALSO IN ATTENDANCE:** No one

**CALL TO ORDER:**

Co-Chair Nancy Ryan called the meeting to order at 7:37 followed by the Pledge of Allegiance.

**APPROVAL OF MEETING MINUTES:**

Jane Bickford made a motion, seconded by Jon Menti, to approve the minutes of the Regular Meeting of June 12, 2013 as submitted. Vote, “All in Favor” with the exception of Nancy Ryan and John Perna who abstained (Jim Wright was not available for the vote). Motion approved.

**CORRESPONDENCE:** None

**PUBLIC INPUT:** None

**OLD BUSINESS:**

**Bethel Library Project**

- Jane Bickford advised the group that there will be a ribbon cutting ceremony on Saturday July 13, 2013 at 11:00 AM.
- Nancy Ryan made a motion, seconded by Jon Menti to approve Paul B. Bailey invoice # 062813 dated June 28, 2013 in the amount of \$1714.25 for A&E Services, Renovation and Completion of the 2005 Library Addition. Vote, “All in Favor”. Motion approved unanimously.
- Nancy Ryan made a motion, seconded by Jane Bickford, to approve the Sign Shop and Neon Works invoice #274 dated June 24, 2013 in the amount of \$2315.00 for various signage for the library. Vote, “All in Favor”. Motion approved unanimously.

RECEIVED

2013 JUL 11 A 8:40

TOWN OF BETHEL  
TOWN CLERK

- Nancy Ryan made a motion, seconded by Jane Bickford, to approve CDW invoice # CL86029 dated May 23, 2013 in the amount of \$864.00 for the wireless access points in the library. Vote, "All in Favor". Motion approved unanimously.
- Nancy Ryan advised the group that per the motion that was approved at the June 12, 2013 meeting she sent two letters to the Board of Selectmen
  - the first letter recommending that the Board of Selectmen consider external maintenance and repairs to the Seeley House including repair or replacement of shutters, repairs to trim and siding, painting and maintenance of gardens (See attached letter dated June 30, 2013).
  - Installation of epoxy coatings on the floors in the boiler room and air handling equipment area of the Library (see attached letter dated June 30, 2013)

#### **South Street Fire House**

- Nothing new to report.

#### **Police Station Project**

- Nancy Ryan advised the group that per the motion approved at the June 12, 2013 meeting she forwarded the attached letter to the Board of Selectmen re: Site for new Police Station Building.

#### **NEW BUSINESS:**

**None**

#### **AJOURNED:**

Scott Perry made a motion, seconded by Nancy Ryan to adjourn the meeting. Vote, "All in Favor". Motion approved unanimously. Meeting adjourned at 8:14 pm.

Respectfully submitted,



John C. Sarver  
Recording Secretary

# PUBLIC SITE & BUILDING COMMISSION

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1 School Street  
Bethel, CT 06801

June 30, 2013

Board of Selectmen  
Clifford J. Hurgin Municipal Center  
1 School Street  
Bethel, CT 06801

Re: Update to the Board of Selectmen – Library Project

We want to update you on a few items discussed at our recent meetings.

With the completion of the interior of the Library, we strongly recommend that the Town consider immediate attention to the following:

- External maintenance and repairs to the Seeley House including repair or replacement of shutters; repairs to trim and siding and painting. These were not part of the original scope of the current project and therefore not in the budget. Repairs and painting of the exterior of Seelye House were part of the project back in 2005. Eight years later, we see that there are areas on the exterior of Seelye House that need attention.
- Ongoing maintenance and care for the landscaped areas around the Library and new parking area.

Please advise us as to how we can have the maintenance and upkeep of the exterior of the Library taken care of on a regular basis. Now that the interior of the Library is complete we want to emphasize the great finished product we received in the construction process and how important it is to keep it maintained, including the landscaping.

Thank You for your attention to this matter.

A copy of our meeting minutes is attached.

Scott Perry  
Nancy J. Ryan

Co-Chairs – Public Site and Building Commission

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June 30, 2013

Board of Selectmen  
Clifford J. Hurgin Municipal Center  
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Bethel, CT 06801

Re: Update to the Board of Selectmen

We want to update you on a few items discussed at our recent meetings.

With the completion of the interior of the Library, we strongly recommend that the Town consider immediate attention to the following:

- Installation of epoxy coatings on the floors in the boiler room and air handling equipment area of the Library. While the second floor of the Library was unfinished, there were leaks in this equipment penthouse area that went undiscovered for several days. Since the second floor was not yet completed, damage was minimal. Now that the entire second floor is completed and occupied, we feel the epoxy coatings on the floors will help insure that this kind of damage would be avoided. The costs to complete the epoxy floor coating was not part of the original scope of the project and therefore not in the budget for the project.
- We have rough estimates that the costs for this would be \$8,000.00 for the boiler room and \$21,000.00 for the air handler room. Is this something that could be completed by the Town Public works Department? Please advise us as to how to proceed with getting this work done.

Thank You for your attention to this matter.

A copy of our meeting minutes is attached.

Scott Perry  
Nancy J. Ryan

Co-Chairs – Public Site and Building Commission

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June 2013

Board of Selectmen  
Clifford J. Hurgin Municipal Center  
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Re: Site for new Police Station Building

We understand that the Planning and Zoning Commission gave a favorable 8-24 review for the location of a new Police Station facility on the town owned property adjacent to the Educational Park.

With this favorable review, the Public Site and Building Commission recommends that further site reviews be completed by the Town.

Specifically we would like to see subterranean and geotechnical surveys as well as a site review and site survey.

We understand that \$80,000 has been allocated from last year's capital plan to be used for these purposes.

Thank you for your attention to this matter.

Scott Perry

Nancy J. Ryan

Co-Chairs – Public Site and Building Commission