

## SHARON STANDING BUILDING COMMITTEE

### Meeting Minutes

March 4, 2008

**Members Present:** Chair Gordon Gladstone, Vice Chair Deb Benjamin, Fred Clay, Bill Croteau, Joel Wolk, Rich Slater, Colleen Tuck

**Members not Present:** Rick Rice

**Associate Members Present:** Steve Lesco and Rob Maidman

The meeting of the Standing Building Committee came to order at 6:35 p.m.

#### 1. **Administration**

##### Approval of Minutes

Minutes - February 19, 2008 Regular Session Minutes were approved with the following to be added after the following under Invoices:

RetroFit Technologies \$10,700.00; Valley Communications 34,501.85; Louison, Costello, Condon & PFAFF \$87.50 and Kittredge \$110.00. It is the consensus of the Committee to hold the invoices until Chair Gladstone has verified the contracts and to make sure all equipment and materials have been received.

**MOTION:** to approve the February 19, 2008 Regular Session Minutes the invoices contingent upon Chair Gladstone's verifying the contracts and to make sure all equipment and materials have been received. (Wolk/Tuck) with Deb Benjamin abstaining as she came in after the minutes were discussed.

**Future meetings:** March 18, 2008 at the Conference Room-Community Center—at 6:30 p.m.

#### 2. **Community Center**

Udate:

- Ansul System still is not done;
- Ballroom heating resolved;
- COA lighting is ok;
- Alarms should be made louder;
- Signs ordered;
- Plumbing pipes have been repaired;
- COA thrilled with accommodations;
- Waiting for Adrianna O'Sullivan's proposals re plantings;

Eric Hooper, Superintendent of Public Works, is in charge of the Community Center custodial services and will be under the direction of the DPW. The DPW has two full time custodians and is now looking for a part-time custodian. The new part-time custodian will work 19 hours at the Community Center and his/her responsibility will be primarily just for cleaning. The salary will come out of the DPW budget.

**Other Matters**

Chair Gladstone read correspondence from the Personnel Board dated February 27, 2008 in re the interim secretary to the Standing Building Committee. Discussed at the Personnel Board meeting was that the interim secretary position is to be a temporary one, until a Project Manager was hired, it was decided that a motion was in order to eliminate the position after a reasonable period of overlap had occurred. Also, if the Standing Building Committee should ever decide that it requires a secretary and a Project Manager at the same time, they could submit the appropriate job description for rating.

**Invoices:** The Committee reviewed the following invoices:

Mini Warehousing, Inc. \$60.00; Hewlett-Packard Co. \$290.00; Valley Communications \$34,501.85 and BH+A \$4,056.45. It is the consensus of Committee to hold the following invoices: until Chair Gladstone has verified the contracts and to make sure all equipment and materials have been received.

**Executive Session**

The members of the Committee were polled to go into Executive Session. The following members voted in the affirmative to enter into Executive Session to discuss Pending Litigation on the Cottage and East Street Elementary Schools: Chair Gordon Gladstone, Vice Chair Deb Benjamin, Fred Clay, Bill Croteau, Joel Wolk, Rich Slater and Colleen Tuck

The Committee adjourned to Executive Session at 7:20 p.m.

**MOTION:** To adjourn the meeting at 9:00 p.m. (Wolk/Slater-unanimous)

Respectfully submitted:

Linda Morse – Recording Secretary

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Signature of Chair

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Date of Acceptance