

Wallingford Building Maintenance Sub-Committee Special Meeting
Minutes (Amended) Monday May 8, 2023 6:00 pm
Room 315 Town Hall
45 S. Main Street Wallingford Ct. 06492

1. Called to order 6:06, Followed by Pledge of Allegiance
2. Roll Call

Members in attendance were as follows: Jeff Tillbrook, Bob Prentice, Gabe Ramos, Zac Boulier, Roxane McKay, Jason Michael. (Absent with notice Bruce Conroy)

3. Viewed and discussed list of town owned properties (provided by the town assessor's office) and the possible order of priority.
4. Notice was given that Chairman Michael has reached out to the Director of Public works in hopes of scheduling a brief meeting along with Vice Chairman Prentice to discuss the least intrusive way to schedule and gain access to properties maintained by the Department of Public Works. A continued effort will be made to meet and discuss.
5. A preliminary list of twelve properties generally radiating out from the downtown area was created and will be our first priority once a system regarding how access is to be gained is discovered.
6. The question of exactly what, if any limits regarding access has been conveyed to the commission was posed by Mr. Ramos. The answer to which has yet to be conveyed by the administration or council.
7. The determination that a uniform inspection form will be created to streamline the reporting process was made and will be developed. The form will outline levels of maintenance issues ranging from minor to major and separately list safety concerns as the highest priority.
8. Discussion was held regarding the possibility of sending out a notification insert in the town electric bills and or create a submission page on the town website in order to give town residents the opportunity to report any safety concerns or maintenance issues. The commission sees this as a clear and concise way to expedite the

inspection process. This request will be submitted by Chairman Michael as soon as possible.

At 7:10 a motion to adjourn was made by Roxane McKay, seconded by Zac Bowler and unanimously voted yea.

Next meeting: Monday May 22, 6:00 pm. (Location: room 205, Town Hall)

Jason Michael

Chairman

Minutes submitted 5-12-23 @ 3:15 pm.