Town of Montville
Permanent Building Committee
Special Meeting Minutes
October 13, 2026, 5:00 p.m.
Montville Town Hall – Conference Room 102

1. Call to Order
   Councilor May called the meeting to order at 5:00 p.m.

2. Pledge Of Allegiance

3. Roll call (Councilor May, Councilor Baker, Deane Terry, Joseph Summers)
   Present were Councilors Baker and May, Joseph Summers, and Deane Terry. Also present were Mayor Leonard Bunnell, Sr., (*5:04 p.m.*) and Finance Director Julie Chapman.

4. Election of Chairman, Vice Chairman & Secretary
   Motion made by Committee Member Terry, seconded by Councilor Baker, to nominate and appoint Councilor May as Chairman of the Permanent Building Committee. Discussion: None. Voice vote, 4-0, all in favor. Motion carried. Councilor May was appointed Chairman of the Permanent Building Committee.

   Motion made by Councilor Baker, seconded by Councilor May, to nominate and appoint Committee Member Terry as Vice Chairman of the Permanent Building Committee. Discussion: None. Voice vote, 4-0, all in favor. Motion carried. Committee Member Terry was appointed Vice Chairman of the Permanent Building Committee.

   Motion made by Councilor May, seconded by Councilor Baker, to nominate and appoint Committee Member Summers as Secretary of the Permanent Building Committee. Discussion: The duties of the Secretary include conducting any necessary research. Voice vote, 4-0, all in favor. Motion carried. Committee Member Summers Secretary of the Permanent Building Committee.

Mayor Bunnell entered the meeting at 5:04 p.m.

5. New Business
   a. Discuss the scope of the Permanent Building Committee, to develop the Building Committee Charter.

      The Committee reviewed and discussed its charge and makeup of the Committees, as outlined in the Ordinance (item d). Chairman May proposed amending Item f of the Ordinance for the Permanent Building Committee for Board of Education projects such that the Committee for town projects is maintained with the addition of two members of the Board of Education.

Once finalized, the amended verbiage for the Ordinance will be sent to the Mayor, who will refer the item to the Town Attorney for review, before being presented to the Town Administration/Rules & Procedures Standing Committee for review and approval to send the item to the Town Council to schedule a Public Hearing and vote on the item.

Chairman May distributed a handout of the Committee's proposed core responsibilities and scope, including needs assessment and planning, budget and funding oversight, design professional selection, regulatory code and compliance, project monitoring and scheduling, and reporting and governance, for review and discussion. A flow chart will be developed based on their responsibilities/scope and charter to help simplify the process. A copy of the Code of Ethics, which the members must adhere to, will be sent to the Committee.

The Committee will review both current and new projects; the Finance Director will provide a list of the Town and Board of Education's current projects to the Committee. The type and level of review the Committee would engage in for various projects were also briefly discussed. Projects that meet the threshold for the Committee's oversight will be referred to them by each respective Department Head.

6. Set Future Meeting Times & Dates
Motion made by Councilor May, seconded by Committee Member Summers, to set the 2026/27 Regular Monthly Meeting Dates of the Permanent Building Committee on the second Monday of every month, excluding holidays that will be scheduled on the Wednesday of that week. The scheduled meeting dates are as follows: November 9, December 14, January 11, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 13 (Wednesday), November 8, and December 13. All meetings will be held at 5:00 p.m., in Montville Town Hall, Room 203. Discussion: None. Voice vote, 4-0, all in favor. Motion carried.

7. Public Comment (3-minute time limit) – *none*

8. Adjournment
Motion made by Committee Member Summers, seconded by Committee Member Terry, to adjourn the meeting at 5:55 p.m. Discussion: None. Voice vote, 4-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Montville