

SCHOOL ROOFING PROJECT COMMITTEE
SPECIAL MEETING MINUTES

Friday, January 3, 2020
11:00 AM

Superintendent's Conference Room
Board of Education Administrative Offices
137-B Glenwood Road
Clinton, CT 06413

Present: Dennis Donovan; Jack Scherban; Michael Hornyak; William Watkins, Assistant Director of Public Works; Gonzalo Carrion, Director of Buildings & Grounds; Maryann O'Donnell, Superintendent of Schools

1. Call to Order

The meeting was called to order at 11:02 AM. M. O'Donnell introduced all parties and noted that D. Donovan, J. Scherban, and M. Hornyak officially comprise the committee as appointed by the Town Council. The committee discussed additional members being officially appointed to the committee to ensure establishing a quorum will not be an issue for future meetings.

2. Project Scope

M. O'Donnell reviewed the overall scope of the roof replacement projects at Joel and Eliot. Maps of the roofs as well as the budgeted/bonded amounts were reviewed and the group briefly discussed sections at both schools that were recently replaced.

3. Requests for Proposals

M. O'Donnell shared the posting from the Town's website along with the relevant documents and maps. M. O'Donnell thanked P. Neff and M. Schettino for their assistance in getting the RFP posted so quickly.

The bid opening is scheduled for January 24, 2020 at 10:00 AM. M. O'Donnell will be attending the bid opening and will send information regarding the bids received to the committee for review.

The group agreed to hold Monday, January 27, 2020 from 9:00 AM to 12:00 PM for architect interviews in the Board of Education conference room.

4. Timeline and Process for Project

The group reviewed the timeline for the selection of an architect, as outlined in the RFP, as well as an overall timeline for each project as a whole. Logistics regarding rooftop HVAC units and skylights were discussed. The Joel roof replacement also contains a large number of solar panels that will need to be removed prior to the roof replacement and then reinstalled after completion.

5. Future Meeting Dates and Locations

The group mutually agreed Tuesday or Thursday mornings at 11:00 AM would work best for future meetings. Meetings will be conducted in the Superintendent's office.

6. General Discussion

D. Donovan made a motion, seconded by J. Scherban, to appoint Michael Hornyak as the Chair of the School Roofing Project Committee. Motion carried 2-0-1 (Hornyak abstain).

M. Hornyak made a motion, seconded by D. Donovan, to appoint Jack Scherban as the Vice Chair of the School Roofing Project Committee. Motion carried 2-0-1 (Scherban abstain).

7. Adjournment

D. Donovan made a motion, seconded by M. Hornyak, to adjourn the meeting at 11:51 AM. Motion carried unanimously.

Respectfully submitted by Cassie Cannamela