

SCHOOL ROOFING PROJECT COMMITTEE
SPECIAL MEETING MINUTES

Thursday, April 23, 2020
10:30 AM
Via Zoom Teleconference

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

Guests: Paul Jorgensen and Kenneth Linsley from Silver Petrucelli & Associates

1. Call to Order

The meeting was called to order at 10:33 AM.

2. Approval of Minutes – February 19, 2020

J. Scherban made a motion, seconded by D. Donovan, to approve the minutes of February 19, 2020 meeting. Motion carried unanimously.

3. Review and Possible Approval of Invoices

Four invoices from Silver Petrucelli & Associates have been received for their work to date.

D. Donovan made a motion, seconded by J. Scherban, to approve invoice #20-670 dated 3/1/2020 in the amount of \$795.00 for Joel School. Motion carried unanimously.

D. Donovan made a motion, seconded by J. Scherban, to approve invoice #20-920 dated 4/1/2020 in the amount of \$3,180.00 for Joel School. Motion carried unanimously.

J. Scherban made a motion, seconded by D. Donovan, to approve invoice #20-669 dated 3/1/2020 in the amount of \$795.00 for Eliot School. Motion carried unanimously.

J. Scherban made a motion, seconded by D. Donovan, to approve invoice #20-922 dated 4/1/2020 in the amount of \$3,180.00 for Eliot School. Motion carried unanimously.

4. Project Status Update

M. O'Donnell and P. Jorgensen announced that formal approval for both roofing projects had been granted by the Office of School Construction Grants & Review (OSCG&R) yesterday.

The Joel School roof replacement project number is 027-0065 RR and the reimbursement rate is 41.79% based upon the eligible cost projection of \$1,585,900 and as reported at the end of the project.

The Eliot School roof replacement project number is 027-0066 RR and the reimbursement rate is 41.79% based upon the eligible cost projection of \$436,563 and as reported at the end of the project.

P. Jorgensen reported that he was very pleased with the project approval being granted so quickly. M. O'Donnell commended Business Manager Carolyn Dickey for establishing a relationship with staff at OSCG&R and reaching out to confirm the process and steps along the way.

P. Jorgensen noted that while the projects have been approved to move forward, all necessary requirements will still need to be met to ensure proper reimbursement at project completion. Mystic Air will be taking small samples of each roof section to be replaced, the results of which will be incorporated into the finalized documents. M. Hornyak inquired about the sample process and P. Jorgensen explained a roofer accompanies the environmentalist to patch up any samples taken and ensure roof integrity.

It is anticipated that the project documents can be finalized within the first two weeks of May, which the School Roofing Project Committee and the Board of Education will need to formally approve. A Pre-Bid Conformance Review (PCR) meeting with OSCG&R will be scheduled towards the end of May.

Assuming these approvals and meetings occur within the estimated timeframe, P. Jorgensen anticipates bids to go out in the first week of June with awards being made at the end of June. The entire project should take 6-7 weeks for completion and no more than two months. The timeline is tight, but should be workable as long as processes keep moving along. It is noted that some skylight and metal flashing finishing work can be completed with students and staff in the building should the project's estimated timeline be extended.

5. General Discussion

The committee discussed the general potential for delays in light of various requirements due to the COVID-19 pandemic. D. Donovan noted that all involved had done an excellent job moving these projects forward.

6. Adjournment

J. Scherban made a motion, seconded by D. Donovan, to adjourn the meeting at 11:05 AM. Motion carried unanimously.

Respectfully submitted by Cassie Cannamela