

SCHOOL ROOFING PROJECT COMMITTEE
SPECIAL MEETING MINUTES

Monday, May 18, 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 10:36 AM.

2. Approval of Minutes – April 23, 2020

J. Scherban made a motion, seconded by D. Donovan, to approve the minutes of April 23, 2020 meeting. Motion carried unanimously.

3. Review and Possible Approval of Invoices

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

J. Scherban made a motion, seconded by W. Watkins, to approve invoice #20-870 dated 5/1/2020 in the amount of \$3,180.00 for Joel School. Motion carried unanimously.

D. Donovan made a motion, seconded by W. Watkins, to approve invoice #20-872 dated 5/1/2020 in the amount of \$3,180.00 for Eliot School. Motion carried unanimously.

4. Review and Possible Approval of Project Plans

P. Jorgensen explained that his office has been working to complete the required documents for both projects. In addition to approval by this committee, the Board of Education will also formally approve the documents. Last week the estimate, specifications and plans were sent to local officials for their review and signatures of approval. He noted that officials, including the building inspector and fire marshal, have been very responsive and easy to work with. M. O'Donnell also expressed her appreciation for the solid working relationship with local officials.

J. Scherban made a motion, seconded by D. Donovan, to confirm the review of and to approve the plans, specifications, and estimate for the Joel School Roof Replacement Project (027-0065 RR) dated 5/7/2020. Motion carried unanimously.

J. Scherban made a motion, seconded by D. Donovan, to confirm the review of and to approve the plans, specifications, and estimate for the Eliot Middle School Roof Replacement Project (027-0066 RR) dated 5/7/2020. Motion carried unanimously.

5. Timeline Update

P. Jorgensen noted that the Pre-Bid Conformance Review (PCR) meeting with the Office of School Construction Grants & Review (OSCG&R) has been set for Tuesday, May 26th at 9:00 AM. K. Linsley noted that recent PCR meetings have all been conducted via Zoom. His office ensures that all required documents are electronically accessible and can be viewed by all meeting participants at the appropriate time.

Provided approval to move ahead is granted, P. Jorgensen anticipates posting bids in the first week of June with a three-week submission period. The bids would be reviewed and qualified and any necessary interviews and awarding would be conducted in the last week of June. Instructions to potential bidders will include language to build in any costs for necessary safety measures due to the COVID-19 pandemic. So far his office has seen very little disruption to supply chains and general prices seem to be holding steady.

6. General Discussion

The committee discussed the general area of roof being replaced at each school. At Eliot, there is some glass block over the 5th and 6th grade wing that allows for natural light into the classrooms. The glass block will need to be worked around and should not need to be removed during the process. At Joel, the biggest obstacle is the coordination of the removal and reinstallation of the solar panels.

7. Adjournment

D. Donovan made a motion, seconded by J. Scherban, to adjourn the meeting at 11:10 AM. Motion carried unanimously.

Respectfully submitted by Cassie Cannamela