

SCHOOL ROOFING PROJECT COMMITTEE
SPECIAL MEETING MINUTES

Tuesday, June 30, 2020
11:00 AM

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

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

1. Call to Order

The meeting was called to order at 11:03 AM.

2. Review of Proposal re: Clerk of the Works

M. O'Donnell explained that after the last meeting on June 26th, architect Paul Jorgensen of Silver Petrucelli & Associates spoke with Mr. Kermit Thompson of the Office of School Construction Grants and Review (OSCG&R). Mr. Thompson explained that the cost for a Clerk of the Works would only be reimbursable if it was extended as a professional service of Silver Petrucelli & Associates, or if it went through a bidding process. If a Clerk of the Works was hired independently without bidding, it would not be a reimbursable expense under these projects.

M. O'Donnell spoke with Town Manager Karl Kilduff who explained that, from the perspective of the Town's purchasing and bid requirements, a Clerk of the Works would be considered a professional service that could be engaged without a formal bid process.

P. Jorgensen spoke with others in his office about obtaining a reimbursable Clerk of the Works and has submitted a proposal for the committee's consideration. Mr. John Tuz is available for the work and has previously worked with The Imperial Company, Restoration Contractor, Inc. ("The Imperial Company"). The proposal outlines Mr. Tuz's work as being on site for 6 hours per day at a cost of \$104 per hour plus mileage. M. O'Donnell noted that because this would be an extension of Silver Petrucelli's professional services agreement the expense would be reimbursable.

The committee discussed the work of Anthony "Butch" Miconi as Clerk of the Works, who the Town has recently used for projects. D. Donovan has served on committees previously that have worked closely with Mr. Miconi and was always impressed with his work.

The committee discussed the decision for hiring, including qualifications, representation for the Town's interests, availability of the potential candidates, as well as reimbursement implications and potential for delays to the projects.

3. Possible Action re: Clerk of the Works

D. Donovan made a motion, seconded by J. Scherban, to hire Mr. John Tuz as Clerk of the Works for both roofing projects at Joel School and Eliot School. Motion carried unanimously.

4. General Discussion

M. Hornyak noted that he would like to bring Mr. Tuz in to meet with the committee and set expectations for his work and reporting to the committee. M. O'Donnell agreed and will work on coordinating a meeting with the committee and Mr. Tuz. M. Hornyak, committee Chair, will send an email to Mr. Kilduff alerting him of the award of bids to The Imperial Company as well as the acceptance of the proposal from Silver Petrucelli & Associates to add a Clerk of the Works to the professional services agreement.

5. Adjournment

M. O'Donnell made a motion, seconded by J. Scherban, to adjourn the meeting at 11:54 AM. Motion carried unanimously.

Respectfully submitted by Cassie Cannamela