

SCHOOL ROOFING PROJECT COMMITTEE
SPECIAL MEETING MINUTES

Tuesday, August 4, 2020
10:00 AM
The Morgan School
Café
71 Killingworth Tpke
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

Guests: John Tuz and Kenneth Linsley from Silver Petrucelli & Associates

1. Call to Order

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

2. Approval of Minutes – June 26, 2020 & June 30, 2020

J. Scherban made a motion, seconded by G. Carrion, to approve the minutes of both the June 26, 2020 and June 30, 2020 meetings. Motion carried unanimously.

3. Review and Possible Approval of Invoices

M. O'Donnell made a motion, seconded by W. Watkins, to approve invoice #20-1438 dated 6/1/2020 in the amount of \$2,528.75 for Joel School. Motion carried unanimously.

J. Scherban made a motion, seconded by D. Donovan, to approve invoice #20-1440 dated 6/1/2020 in the amount of \$2,528.75 for Eliot School. Motion carried unanimously.

M. O'Donnell made a motion, seconded by W. Watkins, to approve invoice #20-1706 dated 7/1/2020 in the amount of \$1,721.08 for Joel School. Motion carried unanimously.

D. Donovan made a motion, seconded by J. Scherban, to approve invoice #20-1708 dated 7/1/2020 in the amount of \$1,721.08 for Eliot School. Motion carried unanimously.

The committee also reviewed the general format of the application for payment (i.e., invoice) for construction work to gain an understanding on how items are listed. It is anticipated that final, signed applications for payment will need to be approved at the next meeting to be scheduled during the week of August 10-14, 2020.

4. Project Status / Clerk of the Works Update

J. Tuz, Clerk of the Works, introduced himself to the group and provided an update on delivery of materials and work done so far at each site. J. Tuz has already submitted several field reports which details his observations and contains photos of each site. He has reported that the representative from the manufacturing company has also been on site numerous times.

K. Linsley reported that he is working with representatives to coordinate the removal of the solar panels at Joel. While he does not see this process taking longer than a week, the speedy removal of the panels is a major factor in staying on timeline with the panels over classrooms being the most critical.

5. Review of Potential Adjustments and Possible Approval of Change Orders

M. O'Donnell and K. Linsley explained that there has been a necessary adjustment with regards to the glass blocks at Eliot which will result in some savings. There was also an additional vapor barrier needed for the seams in the wood decking that was not previously known and will result in some additional costs. K. Linsley reported that he was working to finalize the costs and savings with the construction company.

D. Donovan questioned why a formal approval of a change order was not done by the committee prior to the adjustments being implemented. In the future, all change orders will be approved by the committee beforehand. Should prior approval not be available, M. O'Donnell will email the committee explaining the urgent need and the committee will formally discuss at the next meeting held.

6. General Discussion

The committee discussed the Joel café area with windows. K. Linsley does not foresee a change order being needed in that area.

7. Adjournment

D. Donovan made a motion, seconded by J. Scherban, to adjourn the meeting at 11:02 AM. Motion carried unanimously.

Respectfully submitted by Cassie Cannamela