

**SCHOOL ROOFING PROJECT COMMITTEE**  
*SPECIAL MEETING MINUTES*

Wednesday, September 23, 2020  
10:00 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; Maryann O'Donnell, Superintendent of Schools

Guests: John Tuz from Silver Petrucelli & Associates

**1. Call to Order**

The meeting was called to order at 10:00 AM.

**2. Approval of Minutes – August 19, 2020**

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

**3. Review and Possible Approval of Invoices**

**a. Joel School 027-0065 RR**

**i. Silver Petrucelli: Invoice #20-1958 \$1,849.00**

M. O'Donnell made a motion, seconded by J. Scherban, to approve invoice #20-1958 from Silver Petrucelli & Associates dated 8/1/2020 in the amount of \$1,849.00 for Joel School. The motion carried with a vote of 4 in favor and 1 opposed (D. Donovan).

**ii. Silver Petrucelli: Invoice #20-2191 \$11,244.00**

D. Donovan made a motion, seconded by W. Watkins, to approve invoice #20-2191 from Silver Petrucelli & Associates dated 9/1/2020 in the amount of \$11,244.00 for Joel School.

Discussion ensued regarding payment prior to project completion and the potential to retain a percentage of construction costs until the project is finished.

D. Donovan made a motion, seconded by J. Scherban, to pay \$8,424.00 towards invoice #20-2191 from Silver Petrucelli & Associates dated 9/1/2020 which represents the Clerk of the Works costs and holds back payment for Construction Administration costs. Motion carried unanimously.

**iii. The Imperial Company: Payment App #2 \$197,600.00**

D. Donovan made a motion, seconded by W. Watkins, to approve Application for Payment #2 submitted by The Imperial Company Restoration Contractor, Inc. for work on the Joel Roof in the amount of \$197,600.00. Motion carried unanimously.

**b. Eliot School 027-0066 RR**

**i. Silver Petrucelli: Invoice #20-1960 \$4,605.00**

M. O'Donnell made a motion, seconded by J. Scherban, to approve invoice #20-1960 from Silver Petrucelli & Associates dated 8/1/2020 in the amount of \$4,605.00 for Eliot School. Motion carried unanimously.

**ii. Silver Petrucelli: Invoice #20-2193 \$5,448.00**

D. Donovan made a motion, seconded by J. Scherban, to approve invoice #20-2193 from Silver Petrucelli & Associates dated 9/1/2020 in the amount of \$5,448.00 for Eliot School. Motion carried unanimously.

**iii. The Imperial Company: Payment App #2 \$7,695.00**

D. Donovan made a motion, seconded by W. Watkins, to approve Application for Payment #2 submitted by The Imperial Company Restoration Contractor, Inc. for work on the Eliot Roof in the amount of \$7,695.00. Motion carried unanimously.

**4. Project Status Update**

M. O'Donnell spoke about the ongoing work on the Joel roof. Some of the delays that have occurred are due to school reopening and the need for tearing to occur when students were not in session. John Tuz reported that ripping was finished last night and the first two layers were fastened down. Leftover materials should be loaded out today and the membrane will be put on before the day ends. Once the warranty has been issued by the manufacturer, the solar panels can be reinstalled per the specifications issued by the grantor. D. Donovan inquired about previously

reported leaks and J. Tuz responded that the majority of issues were related to HVAC units and no new leaks have been discovered.

## **5. General Discussion**

No discussion.

## **6. Adjournment**

M. O'Donnell made a motion, seconded by J. Scherban to adjourn the meeting at 10:44 AM. Motion carried unanimously.

Respectfully submitted by Cassie Cannamela