

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

Thursday, November 19, 2020  
9:00 AM

Via Zoom Teleconference

Present: 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 John Tuz from Silver Petrucelli & Associates; Bruce Raulukaitis from The Imperial Co.

**1. Call to Order**

The meeting was called to order at 9:04 AM.

**2. Approval of Minutes – November 12, 2020**

J. Scherban made a motion, seconded by W. Watkins, to approve the minutes from the meeting of November 12, 2020. Motion carried unanimously.

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

P. Jorgensen reported that Eliot payment application #3 has been revised and resubmitted per the committee's directive at the last meeting. The payment applications on today's agenda have been thoroughly reviewed and he is recommending payment in full as the work listed on them is accurate and has been completed. With approval of these payment applications, he is confident the uninvoiced work as well as the project retainage will ensure timely project closeout.

J. Tuz reported that crews were working over the weekend and much progress has been made since the last meeting. G. Carrion agreed and is comfortable recent concerns have been addressed.

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

**i. The Imperial Company: Payment App #3 \$327,393.11**

M. O'Donnell made a motion, seconded by J. Scherban, to amend the previous motion on 11/12/20 for partial payment and to approve Application for Payment #3 submitted by The Imperial Company Restoration Contractor, Inc. for work on the Joel Roof in the amount of \$327,393.11. Motion carried unanimously.

**ii. The Imperial Company: Payment App #4 \$118,275.00**

D. Donovan made a motion, seconded by W. Watkins, to approve Application for Payment #4 submitted by The Imperial Company Restoration Contractor, Inc. for work on the Joel Roof in the amount of \$118,275.00. Motion carried unanimously.

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

**i. The Imperial Company: Payment App #3R \$96,567.79**

J. Scherban made a motion, seconded by D. Donovan, to approve Application for Payment #3R submitted by The Imperial Company Restoration Contractor, Inc. for work on the Eliot Roof in the amount of \$96,567.79. Motion carried unanimously.

**ii. The Imperial Company: Payment App #4 \$1,900.00**

J. Scherban made a motion, seconded by G. Carrion, to approve Application for Payment #4 submitted by The Imperial Company Restoration Contractor, Inc. for work on the Eliot Roof in the amount of \$1,900.00. Motion carried unanimously.

**4. General Discussion**

D. Donovan invited B. Raulukaitis to update to the committee. B. Raulukaitis acknowledged some of the project delays previously discussed by the committee and provided rationale for those from his perspective. He also confirmed his company's commitment to timely project closeout and expressed appreciation for the committee gathering this week to reconsider full approval of the payment applications submitted. J. Tuz is conducting a preliminary punch list with G. Carrion and the final walkthrough with the manufacturer is being scheduled by B. Raulukaitis at which time the final punch list will be developed for project closeout.

**5. Adjournment**

D. Donovan made a motion, seconded by G. Carrion to adjourn the meeting at 9:43 AM. Motion carried unanimously.

Respectfully submitted by Cassie Cannamela