

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

Wednesday, January 27, 2021  
10:00 AM

Via Zoom Teleconference

Present: Michael Hornyak, Dennis Donovan; Jack Scherban; Maryann O'Donnell, Superintendent of Schools; Gonzalo Carrion, Director of Buildings & Grounds (arrived at 10:11 AM)

Guests: Paul Jorgensen and John Tuz from Silver Petrucelli & Associates

**1. Call to Order**

The meeting was called to order at 10:09 AM.

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

D. Donovan made a motion, seconded by M. O'Donnell, to approve the minutes from the meeting of November 19, 2020. Motion carried with M. Hornyak abstaining.

**3. Review and Possible Approval of Change Orders**

P. Jorgensen explained that these change orders were related to increased bonding costs for the overall project. The bonding cost is set by the cost of the project which has been adjusted with the approval of previous change orders. These bond costs are reconciled at the end of the project and are generally the last change order for a project. Hard copies of the change orders have been mailed to the appropriate parties to obtain original signatures.

**a. Joel School (027-0065 RR) Change Order #4: \$758.00**

D. Donovan made a motion, seconded by J. Scherban, to approve Change Order #4 for Joel School in the amount of \$758.00. Motion carried unanimously.

**b. Eliot School (027-0066 RR) Change Order #3: \$114.00**

M. O'Donnell made a motion, seconded by J. Scherban, to approve Change Order #3 for Eliot School in the amount of \$114.00. Motion carried unanimously.

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

P. Jorgensen and J. Tuz provided an update on the status of both projects. The manufacturer conducted a walk through earlier this month on both roofs with J. Tuz and G. Carrion. P. Jorgensen's office will gather all necessary closing documents, included the manufacturer's warranty, reports, and owner's manuals and will package them all together. These are expected in the next few weeks.

Discussion occurred on the remaining balances for each project. Payment Application #7 for both projects represents the retainage amount and, with the exception of the change orders approved earlier in this meeting, would be the remaining balance owed to The Imperial Co. for their work on the project.

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

**i. The Imperial Company: Payment App #5 \$6,650.00**

M. O'Donnell made a motion, seconded by J. Scherban, to approve Application for Payment #5 submitted by The Imperial Company Restoration Contractor, Inc. for work on the Joel Roof in the amount of \$6,650.00. Motion carried unanimously.

**ii. The Imperial Company: Payment App #6 \$17,144.22**

M. O'Donnell made a motion, seconded by J. Scherban, to approve Application for Payment #6 submitted by The Imperial Company Restoration Contractor, Inc. for work on the Joel Roof in the amount of \$17,144.22. Motion carried unanimously.

**iii. The Imperial Company: Payment App #7 \$59,566.89**

M. O'Donnell made a motion, seconded by D. Donovan, to table the approval of Application for Payment #7 until the project has been completed in full and formally closed. Motion carried unanimously.

**iv. Silver Petrucelli: Invoice #20-2271 dated 10/1/20 \$8,451.00**

P. Jorgensen explained that the invoices from his office would be the final invoices for both projects and includes the costs for the Clerk of the Works.

M. O'Donnell made a motion, seconded by D. Donovan, to approve invoice #20-2271 dated 10/1/20 in the amount of \$8,451.00 for Joel School. Motion carried unanimously.

**v. Silver Petrucelli: Invoice #20-2718 dated 11/1/20 \$3,000.25**

M. O'Donnell made a motion, seconded by J. Scherban, to table the approval of invoice #20-2718 dated 11/1/20 until the project has been completed in full and formally closed. Motion carried unanimously.

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

**i. The Imperial Company: Payment App #5 \$6,175.00**

M. O'Donnell made a motion, seconded by J. Scherban, to approve Application for Payment #5 submitted by The Imperial Company Restoration Contractor, Inc. for work on the Eliot Roof in the amount of \$6,175.00. Motion carried unanimously.

**ii. The Imperial Company: Payment App #6 \$1,140.00**

M. O'Donnell made a motion, seconded by J. Scherban, to approve Application for Payment #6 submitted by The Imperial Company Restoration Contractor, Inc. for work on the Joel Roof in the amount of \$1,140.00. Motion carried unanimously.

**iii. The Imperial Company: Payment App #7 \$18,858.77**

M. O'Donnell made a motion, seconded by G. Carrion, to table the approval of Application for Payment #7 until the project has been completed in full and formally closed. Motion carried unanimously.

**5. General Discussion**

G. Carrion provided a brief update on the solar panels at Joel. The solar panels are ready to be reinstalled now that the roof manufacturer has conducted the walk through for the warranty. G. Carrion, along with Business Manager Carolyn Dickey, will be coordinating the work which will include a pre-meeting with representatives from the solar panel company and the roof manufacturer to discuss the process involved. Upon reinstallation, the manufacturer will conduct another inspection to ensure the integrity of the roof and issue an extended warranty. M. O'Donnell confirmed that the original purchase order for the solar panel work represented the estimated cost for both removal and reinstallation and no payments have been made yet for this work. P. Jorgensen estimated that one final meeting would be necessary to receive final documents, formally accept the project as complete, and approval final invoices.

**6. Adjournment**

D. Donovan made a motion, seconded by J. Scherban to adjourn the meeting at 10:42 AM. Motion carried unanimously.

Respectfully submitted by Cassie Cannamela