

SCHOOL ROOFING PROJECT COMMITTEE
SPECIAL MEETING MINUTES

Monday, June 21, 2021
11:30 AM

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

Present: Michael Hornyak; Dennis Donovan; Jack Scherban; Maryann O'Donnell,
Superintendent of Schools; Gonzalo Carrion, Director of Buildings & Grounds

Guests: Paul Jorgensen from Silver Petrucelli & Associates

1. Call to Order

The meeting was called to order at 11:35 AM.

2. Approval of Minutes – April 21, 2021

J. Scherban made a motion, seconded by G. Carrion, to approve the minutes from the meeting of April 21, 2021. Motion carried unanimously.

3. Project Update

P. Jorgensen updated the committee on the project status. He noted that both schools have been substantially complete since last fall. Over this winter and spring, Imperial has worked to complete the remaining punch list items related to the roof construction work. All punch list items have been completed and P. Jorgensen's office has received the necessary closeout documents for both projects.

Imperial has also assisted with coordinating the reinstallation of the solar panels at Joel School with Greenskies. While the solar panels have been reconnected, they also needed additional fasteners to complete the reinstallation. Carlisle, the roof manufacturer, has also had representatives involved to ensure roof integrity. The additional fasteners were approved at the last meeting. Imperial sent a crew to oversee the fastening, but those did not work properly and Greenskies has now proposed a different method to secure the panels.

M. O'Donnell confirmed that no payment for any work related to the solar panel removal and reinstallation has been made to Greenskies yet. She also shared that both roof projects are under budget and there will be surplus funds that will be returned to the town.

4. Review and Possible Approval of Invoices:

a. Joel School (027-0065 RR)

i. Silver Petrucelli: Invoice #20-2718 dated 11/1/2020 \$567.75

M. O'Donnell made a motion, seconded by D. Donovan, to approve Silver Petrucelli invoice #20-2718 dated 11/1/2020 in the amount of \$567.75 for Joel School. Motion carried unanimously.

ii. The Imperial Co.: Payment App #7 \$59,566.89

D. Donovan made a motion, seconded by G. Carrion, to approve Application for Payment #7 submitted by The Imperial Co. in the amount of \$59,566.89 for work at Joel School. Motion carried unanimously.

iii. The Imperial Co.: Payment App #8 \$758.00

G. Carrion made a motion, seconded by M. O'Donnell, to approve Application for Payment #8 submitted by The Imperial Co. in the amount of \$758.00 for work at Joel School. Motion carried unanimously.

b. Eliot School (027-0066 RR)

i. Silver Petrucelli: Invoice #20-2720 dated 11/1/2020 \$2,215.25

D. Donovan made a motion, seconded by J. Scherban, to approve Silver Petrucelli invoice #20-2720 dated 11/1/2020 in the amount of \$2,215.25 for Eliot School. Motion carried unanimously.

ii. The Imperial Co.: Payment App #7 \$18,858.77

J. Scherban made a motion, seconded by G. Carrion, to approve Application for Payment #7 submitted by The Imperial Co. in the amount of \$18,858.77 for work at Eliot School. Motion carried unanimously.

iii. The Imperial Co.: Payment App #8 \$114.00

M. O'Donnell made a motion, seconded by G. Carrion, to approve Application for Payment #8 submitted by The Imperial Co. in the amount of \$114.00 for work at Eliot School. Motion carried unanimously.

5. Potential Closeout of Project

As the solar panel portion of work is not reimbursable by the state, P. Jorgensen recommended that the committee accept the projects as complete. This will allow for a request for reimbursement to be submitted to the state.

There was discussion as to whether another invoice would be received from Imperial for the additional fastening work. As such, the closeout of Joel will be tabled until G. Carrion can confirm with Imperial if there will be additional billing.

J. Scherban made a motion, seconded by D. Donovan, to formally close the Eliot School Roof Replacement Project (027-0066 RR) and direct the Superintendent to submit for state reimbursement. Motion carried unanimously.

6. General Discussion

The committee agreed to hold an additional meeting as soon as possible to formally closeout the Joel roof project once it is confirmed all billing from Imperial has been received.

P. Jorgensen thanked the committee for their cooperation and dedication.

7. Adjournment

D. Donovan made a motion, seconded by J. Scherban, to adjourn the meeting at 12:15 PM. Motion carried unanimously.

Respectfully submitted by Cassie Cannamela