

Stafford School
Roof Replacement Committee
Special Meeting, April 16, 2020

Present: Chair Kris Irvine, Mary Fortier, John Friemouth, , Karen Vibert, and Andrew Wood

Absent: Tamysa Cobbs, Mike LaMothe, Justin Mauldin, Richard Rozanski

Also Present: Timothy Callahan and Ken Linsley(SP&A)

1. CALL TO ORDER

The meeting was called to order at 1:07 by Chair Irvine

2. APPROVAL OF MINUTES

On a motion by Karen Vibert and seconded by Andrew Wood, it was voted to approve with one abstention the meeting minutes from February 20, 2020.

3. PROJECT MANAGERS UPDATE

Timothy Callahan presented:

- The grant was approved on April 9, 2020
- State Plan Completion Review (PCR) is scheduled for April 22, 2020
- The pre-bid meeting is scheduled for May 11, 2020 with bid opening on May 20, 2020
- Scope review is slated for May 21, 2020
- Start date is scheduled for Mid-June with a substantial completion by the end of August
- A special meeting to approve low, most qualified bidder will be needed in May, prior to City Council approval.

4. ARCHITECT'S UPDATE

Ken Linsley presented:

- SP&A is finishing the paperwork for the PCR
- PV install may or may not be completed by the end of August; before installation, the roof must be inspected and approved for warranty

5. EXPENDITURE REPORT

- \$49,653.07 has been expended on the project

6. OLD BUSINESS

None at this time

7. ADJOURNMENT

The meeting was adjourned at 1:20 p.m.

Respectfully submitted,

Tara Landon

Tara R. Landon

Administrative Assistant/Operations

APPROVED