

Stafford School
Roof Replacement Committee
Special Meeting, May 21, 2020

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

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

1. CALL TO ORDER

The meeting was called to order at 2:35 p.m. by Chair Irvine

2. APPROVAL OF MINUTES

The minutes could not be approved. There was not a quorum.

3. PROJECT MANAGERS UPDATE

Timothy Callahan presented:

- Had the PCR at the state on April 22, 2020
- All additional information was submitted and we are waiting for the final approval to go out to bid

4. ARCHITECT'S UPDATE

Ken Linsley presented:

- Spoke with Kermit Thompson from OSCGR and the letter was prepped and waiting for a signature
- Bidding timeframe – Pushed back a week or so from the original schedule, but feels confident to safely advertise by mid to end of next week with a 2 ½ week bidding time frame with a pre-bid walkthrough in the interim
- Ken Linsley will have their spec writer in touch with Purchasing to get the project out to bid
- ZRECs were sent over to the PM and are awaiting signature
- Just before the conclusion of the meeting, the approval letter was received

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 2:44 p.m.

Respectfully submitted,

Tara Landon

Tara R. Landon

Administrative Assistant/Operations

APPROVED