

Stafford School
Roof Replacement Committee
Regular Meeting, August 20, 2020
via WebEx Online Platform

Present: Mary Fortier, John Freimouth, Lindsey Rivers, Karen Vibert, and Andrew Wood

Also Present: Jill Browne, Timothy Callahan and Latanya Farrell

1. CALL TO ORDER

The meeting was called to order at 5:37 p.m. by Timothy Callahan

2. APPROVAL OF MINUTES

A motion by Mary Fortier and seconded by John Freimouth to approve the meeting minutes from the June 18, 2020 special meeting passed unanimously.

3. PROJECT MANAGERS UPDATE/ARCHITECT'S UPDATE

Timothy Callahan presented:

- Things are moving along
- Rubber roof will be cleaned up
- There will be new flashing around the edge of the building
- On Schedule/under budget
- Applying to Eversource for the PV; paperwork has been sent in
- PV's will be installed through October
- Project is under budget
 - Contingency of approximately 1,000,000
 - Looking to increase the scope of the work to include
 - Flashing to include soffit and exposed wood
 - Replace the exhaust fans
 - The contractor will put together a change order that will be discussed at next month's meeting for the committee to review and approve.
 - John Smith from the Board of Finance is in agreement with these suggestions.
- Architects have been working on the submittals
- Issues with materials onsite have been cleaned up

4. EXPENDITURE REPORT

- \$100,236.74 has been expended on the project
- Under budget by 1,062,480.57

5. OLD BUSINESS

None at this time

6. NEW BUSINESS

Kristin Irvine was moved to Edgewood School as Principal and Latanya Farrell is the appointed Principal at Stafford School. A recommendation is brought before the committee to approve Latanya Farrell to be seated as the Chairperson for the Stafford School Roof Replacement and PV install Committee.

On a motion by Andrew Wood and seconded by Mary Fortier, it was unanimously voted to approve the recommendation for Latanya Farrell to be seated as Chairperson on the Stafford School Roof Replacement and PV Install Committee and to forward it on to City Council for appropriate action.

7. ADJOURNMENT

The meeting was adjourned at 5:48 p.m.

Respectfully submitted,

Tara Landon

Tara R. Landon

Administrative Assistant/Operations