

Stafford School
Roof Replacement Committee
Regular Meeting, September 17, 2020
via WebEx Online Platform

Present: Chairperson Latanya Farrell, Mary Fortier, Lindsey Rivers, Karen Vibert, and Andrew Wood

Also Present: Jill Browne and Timothy Callahan

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Chairperson Farrell

2. APPROVAL OF MINUTES

A motion by Mary Fortier and seconded by Lindsay Rivers to approve the meeting minutes from the August 20, 2020 regular meeting passed with 1 abstention (Karen Vibert).

3. PROJECT MANAGERS UPDATE/ARCHITECT'S UPDATE

Timothy Callahan presented:

- The PV's are on and switchgear is in place
- Project is currently under budget by approximately 1,00,000
- There are 6 rooftop exhaust fans and hoods that were not in the base bid to be removed and replaced with new. Because of the amount the project is under budget, it is suggested to replace them. They are original to the building.

On a motion by Chairperson Latanya Farrell and seconded by Karen Vibert, it was unanimously voted to approve to increase the Greenwood Industries contract 2C20-063 to include replacing the fans 1-6 on the roof at Stafford School in the amount of \$36,538.95 and to forward to city council for approval.

- There is old, deteriorated wood on the roof area, fascia, and soffit. Suggested to repair the existing flashing, additional soffits, and the exposed wood.

On a motion by Chairperson Latanya Farrell and seconded by Karen Vibert, it was unanimously voted to approve to increase the Greenwood Industries contract 2C20-063 to include repairing existing flashing, additional soffits, and exposed wood at Stafford School in the amount of \$107,056.24 and to forward to city council for approval.

- Working on final steps with paperwork and startup on the PV's.

4. ARCHITECT'S UPDATE

Ken Linsley presented:

- Everything is going well; there were no issues with installation

- Contractor is nearing their contractual work – solar panels are in and edge metal will be installed shortly
- Should be onsite for 3-4 weeks to complete change order work
- Greenwood Industries sent their first pay application
- Walkthrough with manufacturer for the warranty will be scheduled soon
- The punch list items will be presented after that

5. EXPENDITURE REPORT

- \$100,236.74 has been expended on the project
- Under budget by 1,062,480.57
- The approved CO's will come out of the contingency and there will be a surplus at the end of the project

6. OLD BUSINESS

None at this time

7. NEW BUSINESS

None at this time

8. ADJOURNMENT

The meeting was adjourned at 5:46 p.m.

Respectfully submitted,

Tara Landon

Tara R. Landon

Administrative Assistant/Operations