

**Town of Barkhamsted  
School Roof Building Committee  
Meeting Minutes  
Tuesday, January 3, 2017  
Barkhamsted Town Hall**

Attendance: Al Neumann, Don Stein, Carmen Smith, Rich Winn, Sarah Nanni and Paul Duran. Also present were Roger LaFleur and Jeff Linton.

Meeting called to order at 5:05 PM by Al Neumann.

The minutes of the meeting of July 26, 2016, were approved on a motion made by Paul Duran, seconded by Sarah Nanni, and passed unanimously.

The members reviewed the expenditures and the status of both the roof project and the photovoltaics, and by consensus, accepted both projects as complete with the following stipulations:

- The contractors provide copies of as-built configurations for both projects, as well as warranty documents and contact phone numbers for any issues that might occur
- This information is to be received prior to the Board of Education formal vote to accept the projects at their meeting scheduled for January 9, 2017.
- Once the BOE votes to accept, Roger LaFleur can submit the final requests for reimbursement to the State and close-out the projects. He is awaiting feedback from the State as to whether the fence and gutter change orders will be accepted as eligible for reimbursement.

The committee also discussed the current warranty concerns, which will be addressed by Beaulieu and DBS, respectively:

- Micro-inverters that are not reporting on the website
- Dripping joints near the gutters, which will require a dry day to allow caulking to be done
- Leaking downspout by the lower level of the school

Although this is expected to be the final meeting of the committee, Don Stein will submit a financial summary to the members when all of the project costs and state reimbursements are finalized.

The meeting was adjourned at 5:20 PM.

Respectfully submitted,

Donald S. Stein

First Selectman