

**Town of Barkhamsted
School Roof Building Committee**

**Meeting Minutes
Tuesday, January 13, 2015
Barkhamsted Town Hall**

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

Absent: Sarah Nanni

Meeting called to order at 6:03 PM.

The minutes of the meeting of December 16, 2014 were approved on a motion made by Don Stein, seconded by Rich Winn and passed unanimously.

The necessary sequence of events for gaining State approval and being able to go to bid for the projects were discussed extensively.

- The roof replacement is essentially approved at this point, since it is a non-priority project, so once the Prep and PCT meetings are conducted and the Town receives the approval letter from the State, the Town can go out to bid and hire a contractor
- The PV project, which is a priority project, cannot go out to bid until the approvals are received, which cannot happen until after the Legislature grants us an extension to the deadline, since we did not have a complete application in place by 6/30/14. However, we can conduct the needed review meetings and go out to bid as soon as the project is approved.
- Jeff Linton received the following dates from the State:
 - PV project Prep/PCT 4/21/15, 9:00AM
 - Roof project Prep/PCT 3/11/15, 9:00AM
- Based on discussion regarding making sure that the roof was designed for photovoltaic installation, a motion was made by Rich Winn, seconded by Paul Duran, and passed unanimously to require that the architectural services contract include both the new roof and the photovoltaics.

Roger LaFleur recommended that the Town hire Maier Design and its team of Gary Reola (structural engineering) and Jim Smart (electrical engineering) to be the architectural/engineering contractor. They have experience with this type of project and were also the low bidder.

- On a motion made by Don Stein, seconded by Rich Winn and passed unanimously, the Committee approved this recommendation for a fee of \$30,590, subject to any recommended changes to the proposed contract made by the Town Attorney.

On a motion made by Rich Winn, seconded by Paul Duran and passed unanimously, the Committee approved the proposed contract with CREC for project management services, with the changes agreed-to by the Town Attorney and the CREC attorney.

The Committee discussed various items related to project performance:

- Safety is the responsibility of the Town/Board of Ed, but the Contractor also has to be fully accountable, and must coordinate with the Superintendent and Principal, who can shut down activities if it is deemed to be unsafe. Contract scope review must include safety requirements.

- Rich Winn and Jim Shanley will provide input to the committee about the means for fighting fires on a roof which contains photovoltaic arrays.
- Roger will develop a detailed schedule, including the timing for each location on the roof. This will be based on the summer schedule of events and groups using the school, including the pre-K programs.
- No issues were seen with weather or other natural emergencies, as the contractors will not be working under those circumstances and the work is not expected to interfere with the Town's shelter at the School.
- Don Stein mentioned that Jim Hart would likely be willing to provide dumpsters and take the old roofing material, probably at no charge. He will contact Jim on this subject.
- The roofing consultant (Tim Mulcahy) will need to measure the roof and the structural engineer will (Gary Reola) will inspect all penetrations to determine if they are still needed

The Committee voted to add additional agenda items to include environmental testing , evaluation of the roof penetrations and membership on the Committee.

- On a motion made by Don Stein, seconded by Rich Winn and passed unanimously, the Committee approved an NTE amount of \$2500 for testing by Hygenix Corporation. This will include sampling of the flat roof on the old part of the school under the new roof. This motion include another NTE of \$2500 for the evaluation of all roof penetrations to determine if they are still necessary.
- On a motion made by Don Stein, seconded by Paul Duran and passed unanimously, the Committee approved the addition of adding another member to the Committee. Don Stein will seek a volunteer and request the approval by the Board of Selectmen.

The meeting was adjourned at 7:11 PM on a motion by Rich Winn, seconded by Paul Duran.

Respectfully submitted,

Donald S. Stein
First Selectman