

**Town of Barkhamsted
School Roof Building Committee**

**Meeting Minutes
Tuesday, February 10, 2015
Barkhamsted Town Hall**

Attendance: Don Stein, Rich Winn, Al Neumann, Sarah Nanni, Carmen Smith and Paul Duran. Also present were Roger LaFleur, Jeff Linton, David Arai and Scott LaChappelle of Maier Design Group.

Meeting called to order at 6:07 PM.

The minutes of the meeting of January 13, 2015 were approved on a motion made by Rich Winn, seconded by Sarah Nanni and passed unanimously (Sarah Nanni abstained).

Discussion items:

On a motion made by Don Stein, seconded by Rich Winn, and passed unanimously, the committee approved the design team's (Maier Design) recommendation to not test the old roof that is under the current exterior roof for PCB's or other contaminants. This recommendation is based on the state requirement that only requires a test if you are working in or disturbing an area. The team stated that they expect no contact with the old roof, that there are sufficient smoke partitions so that new ones are not required, and that there are existing catwalks for moving about the space. If any equipment needs to be moved in the future, there is adequate access.

Relative to firefighting access, Rich Winn stated that the area between the old and new roofs was too unsafe to allow any firefighters into that area and that the presence of smoke partitions and the new metal roof provided improved fire protection. In addition, the photovoltaic wiring enters the cellar electrical room from the exterior and does not go through that space.

The request was made all panels, wiring, inverters, and any other equipment all be UL-approved. The architects stated that they will receive submittals on all equipment and that the UL approval is required. They stated that they will get a 25-year warranty on the panels and the inverters. Don Stein received an action to make sure that there were no underwriting issues and that the insurance company would not hold the town liable for any issues; i.e. that they would be able to determine fault between the roofing contractor and the PV supplier.

The committee discussed the number of chimneys and whether there were any penetrations that could be eliminated. The chimneys are all in good shape, but need to be cleaned and sealed. There was discussion on one of the chimneys that was thought to be unused and a motion was made by Paul Duran, seconded by Rich Winn and passed unanimously to have it tested for asbestos and to obtain an estimate for removal. *However, after the meeting, Jeff Linton determined that that chimney was in use, so it cannot be removed. This issue will need to be revisited at the next meeting.*

Roger LaFleur passed out color charts to the Committee and asked that a color be chosen at the next meeting. Sarah Nanni and Carmen Smith agreed to recommend a color.

Roger asked for authorization to prepare the shop drawings in order to facilitate the project schedule. This approval was made on a motion by Sarah Nanni, seconded by Don Stein and approved unanimously. The Committee questioned how the roof would be designed and was told that Garland had completed the measurements and the panels can now be fit and drawn. The RFP will request Garland or equivalent and the drawings are not proprietary.

Don Stein informed the Committee that there is a loan closing scheduled for March 3 to borrow the funds required for the School roof and photovoltaics project. The Town will borrow \$1.85 million to cover the full cost of the project, but will only be responsible for about \$827,000 after the State reimbursements are made. The cost of borrowing will bring this total to about \$860,000. The repayments will be made over 10 years, with \$500,000 due in March 2016, \$515,000 in March 2017 and the remaining payments will range from \$130,000 in year 3 to \$97,000 in year 10. There will be no tax impact in FY 2015/16.

Roger LaFleur presented the first invoice for \$11,667 for program management services. The Committee agreed that it did not take a formal vote to accept the invoice and would delegate review to Don Stein.

The Committee also received copies of the letters from the State which scheduled the PREP meeting for the roof on March 11, and the PREP/PCT meeting for the solar project for April 21. It was agreed that Don Stein, Jeff Linton, Roger LaFleur and reps from Maier Design would represent the Town at those meetings.

Jeff Linton asked about the advisability of holding summer programs at the school while the roof replacement was taking place. He will provide Roger with the schedule and this subject will be discussed at the next meeting.

The next meeting will be March 3 at 6:00PM to help facilitate inputs to the project team.

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

Respectfully submitted,

Donald S. Stein
First Selectman