

**CITY OF SHELTON
LONG HILL SCHOOL ROOF REPLACEMENT BUILDING COMMITTEE
MEETING MINUTES
REGULAR MEETING OF JULY 15, 2008
BOARD OF EDUCATION ADMINISTRATIVE OFFICES
382 LONG HILL AVENUE
CONFERENCE ROOM A**

Agenda Items 1 and 2: Call to Order and Pledge of Allegiance:

Chairman Sullivan called the Regular Meeting of the Long Hill School Roof Replacement Building Committee to order at 8:27 p.m. and led the salute to the flag.

Agenda Item #3: Roll Call:

Stephen Chuckta, James Oraziotti, Raymond Sullivan, Sean Sullivan, and Gary Will were present at roll call to constitute a quorum of 5 present. John Fitzgerald and Donald Sheehy were excused.

Also present were: Board of Education: William Banfe; Meeting Clerk: Eileen Victoria; Perry Hill School Project Clerk of the Works: Bob Shuby.

Agenda Item #4: Public Portion:

Chairman Sullivan called for public comment twice. There being none, he closed the public portion.

Agenda Item #5: Approval of Meeting Minutes:

Raymond Sullivan MOVED to approve the Organizational Meeting Minutes of June 3, 2008; SECONDED by Gary Will. Vote 5-0. Motion carried.

Agenda Item #6: Communications:

Chairman Sullivan received a communication from Steve Botelho of the Garland Group, who called to see where the project stood. The Chairman informed him that the committee was still trying to get organized and was not sure what direction the project will go in. Mr. Botelho reminded Chairman Sullivan that the design-build method was used for the Community Center. The Chairman said the basis of the work session will be to discuss how to proceed in moving forward.

Agenda Item #7: Work Session:

7a. Discussion of Roof Design: The Chairman asked Bill Banfe if DTC did any design work for the districts' roofs. Bill said that DTC did an overall assessment of the district's needs. It was determined that the Long Hill roof is the most needy in the system, with Elizabeth Shelton being close behind. He explained the process of the project, noting the building committee was established during one of the Board of Aldermen's spring meetings. The other two requirements were recently done by the Board of Aldermen, which included authorizing the filing of the grant application and allowing up to \$10,000 for schematic design work on the roof. Bill needs the building committee's authorization to file the grant application, which is ready except for the costs. A cost estimate worksheet has to be included with the application. He can solicit from a few firms for an estimate per square foot for new construction, and some ineligible costs associated with the project. The application needs to be filed with the State soon. The other thing that needs to be done is to go out for an RFP on the schematic – not full – design. When the project goes out to bid, the engineering services, as well as the construction services, will be bid at the same time. Raymond Sullivan suggested going out for an RFP to hire an architect, which has been past practice. Before the project gets started, additional funding may be granted through referendum or bonding. After the bids come back, the lowest qualified bidder will be presented to the Board of Aldermen. Chairman Sullivan feels that Ray Sullivan's suggestion is the most flexible approach. Bill

Banfe requested direction from the committee for the scope of work. Raymond Sullivan said that the RFP will request the architectural services that will be coordinated with the City and the Board of Education. Stephen Chuckta questioned restrictions on foam roofs with respect to health issues. Bill Banfe said the only restriction is this project has to go down to the deck in order to get the reimbursement. This is due to the new Indoor Air Quality laws recently put into effect. Stephen Chuckta wanted to know if there were any other missions with respect to this project, such as heating and air conditioning. Bill Banfe explained the Board of Education's 6-year Capital Improvement Plan, which includes roof replacements and HVAC upgrades. He has been approached with why the HVAC upgrade can't be done before the roof. He said that Long Hill's roof can't wait. He explained the experience of replacing a roof and later doing the HVAC work at the high school. The patch work done has not presented any problems there. He added that with the new Indoor Air Quality law, the Board of Education has to make a bona fide attempt to be proactive in preventing mold, etc. The Tools for Schools program has been implemented to track problems and remedy them as soon as possible. Stephen Chuckta confirmed that the committee's mission is to take care of the roof only. A question was raised about Elizabeth Shelton's roof structure and its similarity to the Long Hill roof. The thought was to bid multiple roofs at the same time. Bill Banfe explained that the recent four school boiler replacement was a little different than this job because the boilers are identical at all of the schools. It would not be as easy to do the same for multiple roof projects. Chairman Sullivan added that the price to do one roof needs to be determined before a commitment can be made to do four. Raymond Sullivan noted that the money needs to be in place. Gary Will asked if the money was available. James Oraziatti said that the City is going out for bonding. The Chairman added that the funds for this project were planned for this fiscal year. He noted that the committee's mission is to use green technologies if they can be incorporated within reasonable costs. Bill Banfe noted that what may prohibit the committee from doing a lot of green technology is the load the building uses now. Additional support might have to be created. James Oraziatti feels the committee needs to know what types of roofs are out there. The Chairman said it has to be cost effective with a pay back. He would like to have an open approach to think of other things. Raymond Sullivan said it should be identified in the scope of work. Chairman Sullivan said if the charge is to replace the roof, then an RFP should be put out. The primary responsibility is to get it replaced as soon as possible, based on the assessment of the roof's condition. Raymond Sullivan suggested including in the RFP an expectation that a feasibility analysis of green technology will be done.

Stephen Chuckta MOVED to authorize the Office of Operations to file the grant application and cost estimate worksheet for the Long Hill School Roof Replacement Project; SECONDED by Raymond Sullivan. Vote 5-0. Motion carried.

James Oraziatti MOVED to authorize the Office of Operations to prepare an RFP for design services for the Long Hill School Roof Replacement Project, with the contents of the scope of work to include the items mentioned earlier by Raymond Sullivan; SECONDED by Raymond Sullivan and Gary Will. Vote 5-0. Motion carried.

Bill Banfe would like to share the RFP with the committee members for review prior to it being submitted for advertisement. The bid opening date was discussed. This bid may not make the August 14th bid opening. The next bid opening date is scheduled for August 28th.

Bill Banfe will call Fletcher-Thompson and DTC for estimates needed to complete the Cost Estimate Worksheet. He noted that according to a conversation with David Wedge, Construction Documents are rolled over quickly due to the schedule of getting the roof done.

Agenda Item #8: Establishment of Special Committees:

Chairman Sullivan MOVED to appoint Raymond Sullivan and Gary Will as the Finance Committee and Raymond Sullivan, Donald Sheehy, and Sean Sullivan as the Negotiating Committee; SECONDED by James Oraziatti. Vote 5-0. Motion carried.

8a. Finance Committee: Gary Will MOVED to approve an invoice submitted by Eileen Victoria for clerical services related to the organizational meeting of June 3, 2008 in the amount of \$27.80; SECONDED by Raymond Sullivan. Vote 5-0. Motion carried.

8b. Negotiating Committee: This item was tabled.

Agenda Item #9: Adjournment:

The next meeting is scheduled for August 5, 2008, immediately following the Perry Hill School Building Committee's meeting.

Raymond Sullivan MOVED to adjourn, SECONDED by Stephen Chuckta. Vote 5-0. Motion carried. Chairman Sullivan adjourned the meeting at 8:59 p.m.

Respectfully Submitted,

Eileen Victoria

Eileen Victoria, Clerk

Long Hill School Roof Replacement Building Committee

July 17, 2008