

## **Greenwood ES Roof ARP Permanent Building Committee Meeting Minutes**

PROJECT: Greenwood ES Roof ARP MEETING DATE: September 24, 2020

LOCATION: Zoom Call

**ATTENDEES:** (Absent in Italics)

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Bldg. Cmte:	□ Joe Bertrand (JB)	□ Chris Callanan (CC)	□ Jerry Hammersley (JH)
	□ Tom Galvin (TG)	☐ John McDonald (JM)	□ Jason Cohen (JC)
	☐ Tim Demers (TD)	□ Janine Fabiano (JF)	☐ Charles Tarbell (CT)
	□ Marc Moccio (MM)	□ Phil Renzi (PR)	☐ Wayne Hardacker (WH)
Town Admin:	□ Steve Maio (SM)	$\Box$ Doug Lyons (DL)	□ Bob Schiaroli (BS)
	□ Joe Conway (JoC)		
PMA:	☐ Anthony Lopresti (AL)	□ Kevin Nigro (KN)	
Gale:	$\Box$ Jason Wagner (JW)		
Public:	☐ Joe Naughton (JN)	□ Jeff Gutsfeld (JG)	□ Kenneth Guvette

Meeting called to order by Chair Joe Bertrand at 7:02 PM.

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Item	Responsible	Due	Notes		
12/19/2019: 01	ALL	NA	General Update: Update 09/24/2020: Meeting to discuss 09/01/2020 meeting minutes for approval, invoices for PMA/Gale/Greenwood Industries to be voted on for approval, Gale Associates Additional Fee Request to be voted on for approval, and construction update on the Greenwood Elementary School Roof/Accessibility project.		
02/06/2020: 01	ALL	NA	Meeting Minutes: Update 09/24/2020: CT 1 <sup>st</sup> , CC 2 <sup>nd</sup> to approve 09/01/2020 PBC meeting minutes was drafted by AL/PMA Consultants. No discussion. VOTE: 7-0-0 Roll Call- UNANIMOUS PASS.		
02/06/2020: 02	ALL	NA	Invoices: Update 09/24/2020:  PMA Consultants: CT 1st, CC 2nd to approve "#010 2020.08 PMA Invoice Greenwood ARP.pdf" in the amount of \$24,654.40 (budget remaining for PMA construction administration services after this invoice is \$46,819)  VOTE: 7-0-0 Roll Call- UNANIMOUS PASS.  Gale Associates: CT 1st, CC 2nd to approve "#010 2020.08 Gale Invoice Project 836030 2008726.pdf" in the amount of \$15,738.77 (budget remaining for Gale construction administration services after this invoice is \$10,682.67)  VOTE: 7-0-0 Roll Call- UNANIMOUS PASS.  Greenwood Industries: CT asked AL for if this req. was OK with PMA/Gale AL noted yes /reviewed and OK by PMA/GALE CT 1st, CC 2nd to approve "8-20R Greenwood Elementary Application for Payment No. 2 (Signed).pdf" in the amount of \$346,346.25 (budget remaining for Greenwood Industries after this invoice is \$245,732.75 with \$32,487.75 held in retainage)  VOTE: 7-0-0 Roll Call- UNANIMOUS PASS.		
06/02/2020 :01	ALL	NA	Contracts: Update 09/24/2020: Gale Additional Services Fee Request: in the amount of \$5,340  Discussion: AL broke down request (additional site visits, Hazmat submittal from contractor required exorbitant review from multiple submissions). JB noted initial request from Gale there was 7k and now 5.34k. CC- realize not		

			a lot of money but contractor causing extra meetings not the town's fault. AL/JB noted have to separate Gale from GWD at the moment, what we have to first do is approve the contract amendment and then review potential back charges. CT/KN noted damages for not completing schedule on time will be discussed along with these costs with GWD, noting disputed gravity vent work is also a discussion neded to be had. KN noted generally need to separate Gale/GWD for now, noting assess additional service request for legitimacy regardless of fault and then review recovering costs from GWD if necessary. PMA will engage GWD on these negotiation discussions as project comes to a close.  CT 1st, JH 2nd to approve "836030 Greenwood School- Add CA Services 2020 0831.PDF_PMA revised" Gale Additional services request for \$5,340.00 / CONTRACT AMENDMENT VOTE: 7-0-0 Roll Call- UNANIMOUS PASS.
12/19/2019 :02	GALE	NA	<b>Design Update: Update 09/24/2020:</b> No design updates occurred at this meeting.
07/21/2020: 05	PMA	NA	Construction Update: Update 09/24/2020: AL provided construction update breaking into two separate scopes, ADA vs Roof. Roofing Scope- edge metal work finished about two weeks ago. Remaining scope from here on the roof (not including miscellaneous punch list items) include the gravity vent hoods which are slated to arrive end of October (this will include removing the existing, installing the new, flashing on the "walls" of the vents). The other remaining scope is a full clean of the roofing membrane from Greenwood as approved by the manufacturer of the roofing membrane (Sarnafil). GWD hoping to start this cleaning on Wednesday and once ready will present for review/owner input on any areas that need new membrane overlaying any unacceptable areas.  ADA Scope- remaining items include permanent rails (60% installed to date). GWD is coming Saturday to complete and then final touch up work Wednesday 09/30. Plumber ordered new valve for toilet to fix flushing issue, will install once delivery happens.
12/19/2019 :03	PMA	NA	Cost Update: Update 09/24/2020: refer to sections above for updates on invoicing/contracts/etc.
12/19/2019 :04	ALL	NA	Public Comment: Update 09/24/2020: No public comment at this meeting.

Meeting Adjourned- Motion to Adjourn 1st: CT, 2nd: CC. VOTE: 7-0-0 ROLL CALL UNANIMOUS PASS 7:47 PM

The author of these minutes assumes, to the best of his or her knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: Anthony LoPresti, PMA Consultants

Signed: Anthony LoPrestí Date: 10/14/2020