

## Greenwood ES Roof ARP Permanent Building Committee Meeting Minutes

**PROJECT:** Greenwood ES Roof ARP

**MEETING DATE:** February 18th, 2021

**LOCATION:** Zoom Call

**ATTENDEES:** *(Absent in Italics)*

<b>Bldg. Cmte:</b>  <b>Town Admin:</b>  <b>PMA:</b> <b>Gale:</b>	<input type="checkbox"/> Joe Bertrand (JB) <input type="checkbox"/> Tom Galvin (TG) <input type="checkbox"/> Tim Demers (TD) <input type="checkbox"/> Marc Moccio (MM) <input type="checkbox"/> <i>Steve Maio (SM)</i> <input type="checkbox"/> Joe Conway (JoC) <input type="checkbox"/> Anthony Lopresti (AL) <input type="checkbox"/> <i>Jason Wagner (JW)</i>	<input type="checkbox"/> <i>Chris Callanan</i> <input type="checkbox"/> John McDonald (JM) <input type="checkbox"/> Janine Fabiano (JF) <input type="checkbox"/> Phil Renzi (PR) <input type="checkbox"/> <i>Doug Lyons (DL)</i> <input type="checkbox"/> <i>Kevin Nigro (KN)</i>	<input type="checkbox"/> Jerry Hammersley (JH) <input type="checkbox"/> <i>Jason Cohen (JC)</i> <input type="checkbox"/> Charles Tarbell (CT) <input type="checkbox"/> Wayne Hardacker (WH) <input type="checkbox"/> Bob Schiaroli (BS)
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Meeting called to order by Chair Joe Bertrand at 7:01 PM.

Item	Responsible	Due	Notes
12/19/2019: 01	ALL	NA	<b>General Update: Update 02/18/2021:</b> Meeting to discuss 01/14/2021 meeting minutes for approval, invoices for PMA/Gale Associates/Greenwood Industries to be voted on for approval, and construction update on the Greenwood Elementary School Roof/Accessibility project.
02/06/2020: 01	ALL	NA	<b>Meeting Minutes: Update 02/18/2021: CT 1<sup>st</sup>, JH 2<sup>nd</sup></b> to approve 01/14/2021 PBC meeting minutes drafted by AL/PMA Consultants. No discussion. <b>VOTE: 6-0-0 UNANIMOUS PASS.</b>
02/06/2020: 02	ALL	NA	<b>Invoices: Update 02/18/2021:</b> AL noted on budget, no issues for any firm.  <u>PMA Consultants:</u> <b>CT 1<sup>st</sup>, JH 2<sup>nd</sup></b> to approve “#015 2021.01 PMA Invoice Greenwood ARP.pdf” in the amount of \$750.00. <b>VOTE: 6-0-0 Roll Call- UNANIMOUS PASS.</b>  <u>Greenwood Industries:</u> <b>CT 1<sup>st</sup>, JH 2<sup>nd</sup></b> to approve “01-21R Greenwood ES Req#6 (Approved).pdf” (pay application No. #006) in the amount of \$57,974.42. <b>VOTE: 6-0-0 Roll Call- UNANIMOUS PASS.</b>  <u>Gale Associates:</u> <b>CT 1<sup>st</sup>, JH 2<sup>nd</sup></b> to approve “#014 2020.12 Gale Invoice Project 836030 2012267” in the amount of \$4,780.39. <b>VOTE: 6-0-0 Roll Call- UNANIMOUS PASS.</b> <b>CT 1<sup>st</sup>, JH 2<sup>nd</sup></b> to approve “#015 2021.01 Gale Invoice Project 836030 2101264” in the amount of \$2,734.50. <b>VOTE: 6-0-0 Roll Call- UNANIMOUS PASS.</b>
06/02/2020 :01	ALL	NA	<b>Contracts: Update 02/18/2021:</b> No discussion occurred in this line item at this meeting.
12/19/2019 :02	GALE	NA	<b>Design Update: Update 02/18/2021:</b> No design updates occurred at this meeting.
07/21/2020: 05	PMA	NA	<b>Construction Update: Update 02/18/2021:</b> AL noted project is headed to closeout portion, all punch list items have been addressed. AL noted the 3 <sup>rd</sup> revision of the closeout documentation has been submitted from Greenwood Industries to Gale for review. AL noted the remaining item for the project is for the commissioning agent infrared scan of the roof to occur in Spring 2021. Once

			the scan occurs, any potential issues must be addressed, fixed, and closed out to be 100% complete on construction/retainage can be released. From here PMA noted it is essentially finalizing propay reimbursement requests to the MSBA and PMA can initiate the closeout process with the MSBA to tentatively target June/August 2021 Board of Directors meetings.
12/19/2019 :03	PMA	NA	<b>Cost Update: Update 02/18/2021:</b> Refer to line item 02/06/2020:02 for invoicing. No issues anticipated for the budget for the project.
12/19/2019 :04	ALL	NA	<b>Public Comment: Update 02/18/2021:</b> No public comment at this meeting regarding the Greenwood Elementary School Roof project.

**Meeting Adjourned-** Greenwood ES Roof ARP first project discussed at this meeting and finished before vote occurred to end meeting.

**(Greenwood portion of this meeting commenced at 7:13 P.M.)**

*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 regarding this project. 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 LoPresti

**Date:** 03/17/2021