

**TOWN OF GRANBY  
SCHOOL PROJECTS BUILDING COMMITTEE  
SPECIAL MEETING  
APRIL 26, 2023  
MINUTES**

**PRESENT:** Toby Proctor, Eric Brown, Bill Kennedy, Mark Migliaccio and Donna Nolan

**ALSO PRESENT:** Anna Robbins, BOE Business Manager; Dr. Jordan Grossman, Superintendent of Schools and Shannon Sullivan, BOE Director of Facilities

Chairman Proctor confirmed a quorum and called the meeting to order at 4:02 p.m.

**Public Comment:** None.

**Review Agenda:** No changes were made.

**Approval of Minutes**

On a MOTION by M. Migliaccio, seconded by B. Kennedy, the Committee voted 4-0-1 to approve the Minutes of March 22, 2023. D. Nolan abstained.

**Business**

A. Review Silver Petrucelli's Recommendation of the High School Roof Bids

Paul Jorgensen and Ken Eldridge from Silver Petrucelli were in attendance. Four bids were received: The Imperial Company (Cromwell, CT) \$2.3; Silktown Roofing Inc. \$2.638; Greenwood Roofing Co. \$2.66 and Commercial Roofing Contractors \$2.9. The lowest responsible bid is from The Imperial Company. Silver Petrucelli said they are comfortable with this bid and feel this company is staffed to complete the project in the designated timeframe. The short timeframe was made well known. This is a medium size company and Silver Petrucelli has worked with them in the past. All their paperwork was in proper order, as requested. They provided additional information regarding an Add Alternate for a 30-year warrantee, for a cost of \$112,824. This is a whole roof warrantee, to include edge to edge coverage. The Add Alternate is not a reimbursable amount. The total cost based on this information would be \$2.44,852. (under budget) There was talk about their suppliers and CHRO (minority owned companies) being in place. Silver Petrucelli has suggested a strong oversight with the contractor to make sure all work runs smoothly. Silver Petrucelli will go over all the details with the contractor and will visit the work site at least once a week to stay on top of things during the project.

There was a discussion about hiring a Clerk of the Works or a Project Manager. It's thought that this is a good idea and two ideas were brought up. One: seeing if Silver Petrucelli has a staff member that can be made available to fill this position. Two: independently hire a Clerk of the Works. If this is done independently, the funds for this position are not eligible for state reimbursement. If this position were to be filled thru Silver Petrucelli, some reimbursement might be possible. S. Sullivan commented this is a tricky roof project and having someone on site regularly seems to be a good idea. The cost for this position is unknown at this time, but is thought to possibly be \$35,000 to \$40,000.

On a MOTION by B. Kennedy, seconded by E. Brown, the Committee voted unanimously to approve, with the amendment, (5-0-0) to have Silver Petrucelli recommend a staff

member OR other person to serve as Clerk of the Works for the High School Roof Replacement Project and to allow S. Sullivan to have strong input as to who should be hired. D. Nolan amended the motion to add: this Clerk of the Works position may or may not have State reimbursement availability.

**B. Make Recommendation to the Board of Selectmen to Enter into a Contract with Selected Bidder**

After previous information was provided and there was discussion, the Committee will now send their recommendation on to the Board of Selectmen.

On a MOTION by T. Proctor, seconded by D. Nolan, the Committee voted unanimously (5-0-0) to recommend the Board of Selectmen engage The Imperial Company for the Granby Memorial High School Roof Replacement Project, with the lowest responsible bid, for a cost of \$2,328,028 and recommend the Add Alternate, which is a 30-year warrantee for a cost of \$112,824, for a total project amount of \$2,40,852. In addition, that a Clerk of the Works be engaged/hired for this project for a cost, not to exceed, \$50,000.

The next Board of Selectmen meeting is Monday, May 1<sup>st</sup> at 7:00 p.m. Chairman Proctor plans to attend and asked that anyone else who might be available plan on attending as well. Silver Petrucelli will attend via Zoom. Ms. Robbins will contact the Town Manager's office to make sure this matter is added to the Agenda.

Silver Petrucelli noted that they will prepare the contract for The Imperial Company to sign, once there is Board of Selectmen approval.

**Next Meeting Date**

At the next meeting the Committee will review the recommendations for the Clerk of the Works and discuss a contract for this position.

The next meeting will be Wednesday, May 17, 2023. This will be a Zoom meeting at 4:00 p.m.

**Adjournment**

On a MOTION by T. Proctor, seconded by B. Kennedy, the Committee voted unanimously (5-0-0) to adjourn the meeting at 4:51 p.m.

Respectfully submitted,

Susan Christian  
Recording Secretary