

**TOWN OF GRANBY  
SCHOOL PROJECTS BUILDING COMMITTEE  
SPECIAL MEETING  
MAY 17, 2023  
MINUTES**

**PRESENT:** Toby Proctor, Eric Brown, 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 4:04 p.m.

**Public Comment:** None.

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

**Approval of Minutes**

On a MOTION by D. Nolan, seconded by E. Brown, the Committee voted unanimously (4-0-0) to approve the Minutes of April 26, 2023.

**Business**

A. Contract Status with High School Roof Contractor

Paul Jorgensen from Silver Petrucelli was in attendance. He reviewed what has been accomplished so far. The contract has been sent to The Imperial Company, but it doesn't seem to have been signed and returned yet. He will follow up on this matter. The Notice to Proceed was issued at the same time the contract was sent to The Imperial Company. An Insurance certificate is expected to be returned with the signed contract. Correspondence was received from The Imperial Company, with a suggestion to use a different (and less costly) membrane material. It would have a 30-year warrantee and possibly save up to \$70,000. A discussion ensued and S. Sullivan spoke strongly in favor of using the originally proposed membrane material. The Committee agreed.

B. Discuss Clerk of the Works Quote

Paul Jorgensen reported that at this time, Silver Petrucelli does not have the manpower to provide a person to serve as a Clerk of the Works for this roof project. Discussion included finding a person and having Silver Petrucelli bring them in to work with their team, this way there is a possible reimbursement opportunity. S. Sullivan knows of someone who might be interested and will reach out to them.

C. Status of Legislative Effort to Deem Roof 20+ Years Old

Dr. Grossman reported he has sent a letter to the appropriate Legislator and it is on their Agenda, but has not yet been addressed. This should be done in June. He will continue to monitor this matter. This possible reimbursement eligibility is important, as it is a substantial amount of money.

D. Phase 1 Project Update

A. Robbins reported there are five items on the punch list. They include a lock system; audio/visual system – to be delivered and installed; natural gas sensors; As-builts are expected to be provided; and Change Order #8 – waiting for the Architect to produce – sound attenuators, etc. It would be nice to complete these items before the BOE meeting in June, but it looks like it's more probable that this report will be given to them in August or September. A. Robbins is still working on forms that are required by the State. A small credit (under \$20,000) is expected from Change Order #8. The Building Committee needs to deem the Phase 1 Project complete, then it is reported as such to the BOE as a closed project. Also, at the same time notification of such must be sent to the State.

E. Discuss “History of School Projects Building Committee” Write Up

There was discussion about creating a write up on the process of this Committee starting in September 2019 and noting the expected projects to be completed and the reality of what could be done, the budget, the pandemic, material availability, challenges and lessons learned, etc. that were addressed along the way. Should this be done professionally? What might the cost be? Should the Committee create a report? What would this entail? BOE Administration input was asked for as well. E. Brown has a general agenda of what might be covered and will share this with everyone. Dr. Grossman will try to get an estimate of a cost to have this report professionally done.

**Next Meeting Date**

At the next meeting the Committee will address the matter of a Clerk of the Works and discuss closing the Phase 1 Project and reporting this to the BOE.

The next meeting will be Tuesday, June 13, 2023. This will be a Zoom meeting at 4:30 p.m.

**Adjournment**

On a MOTION by D. Nolan, seconded by M. Migliaccio, the Committee voted unanimously (4-0-0) to adjourn the meeting at 5:02 p.m.

Respectfully submitted,

Susan Christian  
Recording Secretary