

**TOWN OF GRANBY
SCHOOL PROJECTS BUILDING COMMITTEE
SPECIAL MEETING NOTES
OCTOBER 2, 2023
MINUTES**

PRESENT: Toby Proctor and Donna Nolan

ALSO PRESENT: Anna Robbins, BOE Business Manager; Mike Dunn, GMHS Principal; Shannon Sullivan, BOE Director of Facilities and Cheri Burke, Superintendent of Schools

Chairman Proctor started the meeting at 5:35 p.m. and noted there was not a quorum present.

- Paul Jorgensen from DRA was in attendance and reported on the progress of the high school roof project. One section of the roof (estimated at 5,000 sq. ft.) still needs to be ripped and replaced. This work can't be done during school hours (the area is over the media center and would be far too disruptive while students are on site) and is planned to be done over a weekend, but so far, the weekend weather hasn't been cooperative. Possible additional costs (overtime) for weekend work are unknown at this time. The metal trim-work is now being done. At this time, a completion date can't be committed to, due to the weather unknowns. There is a contingency amount for possible decking issues, but so far, no issues have been identified. It was thought that all the decking has been looked at, but the remaining 5,000 sq. ft. section has not yet been looked at.

The Clerk of the Works (COW) is onsite daily, but the hard stop budget amount of \$50,000 for this position is almost met. Options were talked about – ask him to not come to the site for the rest of the week, holding him off until the remaining section of the roof work is started (it's thought it would be most beneficial to have him overseeing this work) or increase the funds available for his work. It was asked if the COW is really necessary going forward, or once the allotted dollar amount is reached, could he be let go? It's thought his position is necessary and since he's familiar with all that's gone on, his information would be beneficial through to the end and with creating a punch list as well. The COW has provided weekly updates throughout the project.

S. Sullivan was asked how the school fared, in the areas where roof work has been done, with all the rain we've gotten. Leaks were identified in the stage area (there was a redesign in this area) that might have been due to the pitch or possible a drainage issue. An additional drain may need to be added here.

- Phase 1 Projects – Nutmeg (contractor) and DRA (Architect) are finishing up in this area. S. Sullivan stated he feels the Phase 1 Projects are complete. Warrantees and switches in the kitchen were a few items being finished. Final steps are being taken to officially close out this project. Paperwork is being worked on and A. Robbins will contact DRA and Nutmeg for their necessary final documents.
- Memo – John Scheib, NCA RE: High School Culinary Arts Classroom Fit-Out Project Updates
A. Robbins provided a copy of this memo to those in attendance. Detailed work still needed to be done in this area is outlined. There is a question as to how long the work will take. Will deliveries and material availability play into this timeframe? A. Robbins will

Speak with J. Scheib about this. It's expected a variety of contractors will be working on all the projects and it's hoped the Contractor hired will coordinate all the work schedules.

- Total Bond Funds – It's thought there is roughly \$600,000 available. Culinary Arts is expected to cost around \$210,000 and the high school roof numbers were reviewed, including the possible credit for decking (if it is not used). The Change Order amounts are not available now.

Next Meeting Date

Dates for the next meeting were looked at. Wednesday, October 11th at 5:00 p.m. at the BOE building (and by Zoom) was noted. Chairman Proctor will contact all the Committee members and confirm this date.

Adjournment

The meeting ended at 6:23 p.m.

Respectfully submitted,

Susan Christian
Recording Secretary