

School Building Committee (Roof) Subcommittee

July 13, 2023 at Salem School

Minutes

Attending: Tiffany Cunningham, Hugh McKenney, Lavan Norwood, Pamela Munro, Chairman Elbert Burr via telephone

Others attending: Albert Jacunski, Architect; Kevin Lyden, Selectman; Howie Houser, Lead Custodian; Christian Lund Director of Facilities

The weekly job progress meeting took place at 3 pm. Kim Gadaree, School District Business Manager had to leave at 3:15 pm. There was mention of leaks due to the project and plans for remediation through the project builders.

1. Call to Order 3:17 p.m.

2. Pledge of Allegiance

3. Approve Meeting Minutes of May 24, 2023

Motion to approve May 24 meeting minutes as presented.

Made by Lavan Norwood with a second by Pamela Munro.

Aye: Tiffany Cunningham, Lavan Norwood, Pamela Munro, Elbert Burr
Hugh McKenney abstained. The motion passed.

4. To Review and Approve June monthly progress billing for Salem School Roof Project

Pamela Munro asked Al Jacunski about the billing format. The architect explained that he vetted the report from the construction company and requested adjustments acting for Salem in the building project.

Elbert Burr made remarks about the listings on the G703 and G702 forms. The request was made that Ashley Greenbacker's name be printed near her signature in subsequent paperwork. Al Jacunski will take care of that.

Motion to approve payment of \$558,092.70 in monthly progress billing as requested.

Made by Pamela Munro with a second by Lavan Norwood. All in Favor

5. Other Items for Discussion & Action

Elbert Burr asked about Al Jacunski's experience with the turnaround time for progress payment reimbursements from the state. Al shared that his recent observation has been about a month.

Discussion on the need for duct cleaning prior to using the replacement HVAC units continued from other committee meetings.

Motion to appoint Hugh McKenney as Vice Chair.

Made by Lavan Norwood with a second by Tiffany Cunningham. All in Favor

Another committee meeting will be needed each month to deal with the progress payments.

Lavan and Hugh volunteered to go up on the roof and see the progress of the project following the close of the meeting. Tiffany accompanied them with others in attendance.

6. Adjourn The meeting adjourned at about 4:05 pm

Motion by Tiffany Cunningham with a second by Lavan Norwood to adjourn. All in favor.