

**DRAFT MINUTES**  
**Fairfield Warde High School**  
**Roof Committee**  
**Independence Hall**  
**Fairfield, Connecticut**  
**Wednesday, August 5, 2015**

**Present:** Mr. Briks, Mr. Demner, Mr. Donne, Mr. Jones

**Others:** Ms. Ewing, Ms. Aichler (via phone)

**I. Call To Order**

Mr. Briks called the meeting to order at 7:30 p.m.

**II. Review and Approve Meeting Minutes**

Mr. Donne moved and Mr. Jones seconded a motion to approve the Meeting Minutes of June 4, 2014. Motion passed.

Mr. Donne moved and Mr. Jones seconded a motion to approve the Meeting Minutes of August 6, 2014. Motion passed.

Mr. Donne moved and Mr. Jones seconded a motion to approve the Meeting Minutes of December 3, 2014. Motion passed.

Mr. Donne moved and Mr. Jones seconded a motion to approve the Special Meeting Minutes of February 10, 2015. Motion passed.

Mr. Donne moved and Mr. Jones seconded a motion to approve the Special Meeting Minutes of May 12, 2015. Motion passed.

Mr. Donne moved and Mr. Jones seconded a motion to approve the Special Meeting Minutes of July 1, 2015. Motion passed.

**III. Project update - Erin Aichler**

Insulation installation is in progress on Roof 39 over Townsend House.  
Base sheet installation is complete on Roof 37 and 38 over Townsend House.  
Base sheet installation is complete on Roof 40 over Townsend House. Edge metal installation is in progress.  
Cap sheet installation is in progress on Roof 38 over Townsend House.  
Cap sheet installation is complete on Roofs 33 and 34 over Fitts House.  
Edge metal installation is in progress

**IV. Discuss and approve Invoices**

Mr. Jones moved, and Mr. Donne seconded a motion to approve Hoffman Assoc., Invoice 242730 for Reimbursable Expenses in the amount of \$93.64. Motion passed.

Mr. Donne moved, and Mr. Jones seconded a motion to approve Hoffman Assoc., Invoice 242731 for Construction Administration in the amount of \$5,835.00. Motion passed.

Mr. Jones moved, and Mr. Donne seconded a motion to approve Silktown, Invoice 21 for roofing materials and labor in the amount of \$678,070.10. Motion passed.

Mr. Donne moved, and Mr. Jones seconded a motion to approve Silktown Invoice 22 for roofing materials and labor in the amount of \$657,288.43. Motion passed.

**V. Discuss and approve Change Orders**

No change orders were submitted for approval.

**VI. Adjourn**

Mr. Demner moved and Mr. Jones seconded a motion to adjourn. Mr. Briks adjourned the meeting at 8:40pm

Jerome Demner, Secretary

*Draft minutes subject to review, correction and approval by the Fairfield Warde High School Roof Committee of the Town of Fairfield.*