

Draft Minutes

**Fairfield Warde High School
Roof Committee
Sullivan Independence Hall
725 Old Post Road
Fairfield, Connecticut
Wednesday, August 7, 2013**

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

Absent: Mr. Rowe

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

I. Call To Order

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

II. Review and Approve Meeting Minutes

Mr. Jones moved and Mr. Donne seconded a motion to approve the minutes of June 5, 2013. Motion passed unanimously.

III. Construction Status Update – Erin Aichler, Hoffmann Assoc.

Ms. Aichler updated the Committee on the status of the construction. Ms. Aichler said that the base sheeting on Roofs, 16, 18 and 20 have been completed. The drains and overflows are done. She said that today they were working on Roof 5. The next up for repair are Roofs 17, 19, 21 and 22.

Ms. Aichler said that due to the extended school year and rain, they are a little behind schedule. They might bring in extra crews to try and make up for lost time. The last day that work can be done is 8/23 or 8/24 because teachers are back on 8/26.

Mr. Jones asked if there has been any overtime. Ms. Aichler said that they haven't charged for any overtime.

Mr. Money asked if any of the Roofs are 100% done. Ms. Aichler said that they are concentrating on getting the base sheeting done especially over the lockers rooms. The Roofs over the weight room may be completed later (after Aug. 24) since they are not used during the school day.

Mr. Briks asked if there have been any problems. Ms. Aichler said no.

Mr. Donne asked if Ms Aichler could estimate how many more days work would be required to finish this phase. Ms. Aichler said that Roofs 21 and 22 could be postponed and repaired during the winter or over a vacation.

IV. Discuss and Approve Invoices – Sol Briks

The following Committee approved invoices are subject to the review and approval of Ms. Twig Holland.

Mr. Jones moved and Mr. Donne seconded a motion to approve payment to Silktown, Invoice #8, for Roofing and Insulation Materials and ½ of the Lightning Protection Labor in the amount of \$312,038.90. Motion passed unanimously.

Mr. Demner moved and Mr. Jones seconded a motion to approve payment to Silktown, Invoice #9, for 25% of the Roofing Insulation, 90% of the Sheet Metal and 70% of the Labor for Plumbing, in the amount of \$211,830.00. Motion passed unanimously.

Mr. Demner moved and Mr. Donne seconded a motion to approve payment to Hoffmann Associates, Invoice #213831, for 5% of the Construction Administration Fees for this Phase in the amount of \$1,820.00. Motion passed unanimously.

Mr. Jones moved and Mr. Money seconded a motion to approve payment to Hoffmann Associates, Invoice #213832, for Reimbursable Expenses in the amount of \$61.78. Motion passed unanimously.

Mr. Jones moved and Mr. Donne seconded a motion to approve payment to Hoffmann Associates, Invoice #213957, for 5% of the Construction Administration Fees for this Phase in the amount of \$1,820.00. Motion passed unanimously.

Mr. Donne moved and Mr. Demner seconded a motion to approve payment to Hoffmann Associates, Invoice #213958, for Reimbursable Expenses in the amount of \$100.23. Motion passed unanimously.

V. New Business

No new business.

VI. Adjourn

Mr. Donne moved and Mr. Jones seconded a motion to adjourn. Mr. Briks adjourned the meeting at 8:12 p.m.

Michael Money, Secretary
Ellen Marks, Recording Secretary.

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