

**Town of Coventry**  
**School Building Energy Efficiency Committee Regular Meeting**  
**February 4, 2021 6:30 PM**  
**Minutes**

1. **Call to Order:** The meeting was called to order at 6:31 pm by Tom Kolodziej. Present via Zoom were: Tom Kolodziej, Mary Kortmann, Josh Gemmell, and Joe Malon. Others present via Zoom were: John Elsesser Town Manager, Amanda Backhaus Finance Director, Bob Carroll BOE Business Manager, Rusty Malik, QA&M and Andrew Tarpill, QA&M.
  
2. **School Roof Update:** Rusty Malik and Andrew Tarpill from QA&M were present to begin discussions on the school roof project. Rusty introduced Andrew who would be joining the roof team as the architect who has over 19 years' experience. Rusty noted they went to the schools today to review the roofs. Understanding the scope, he has been looking into the design and grant application. He inquired if a temporary project number from the State. Bob said he thought to get a temporary number we needed three items – referendum results, engineer selected and resolutions/funding. He noted that the State now wants full bid specs. Rusty said he will take the next steps with the State and will attempt to get a temporary project number assigned. He notes the State will want a second, independent, estimate for the project as well. Rusty has received quotes and both were around \$2,000. Rusty has reached out to an independent company already so that we have that ready in the correct uniform method. Rusty noted he needs a formal letter from the Town awarding bid to QA&M. Rusty notes the State is doing most paperwork submissions online – but QA&M will be available to meet and help complete the paperwork when time is needed.

John inquired if they need a purchase order for second estimate firm. Rusty said they were flexible. Currently he has gone to O&G industries and will get a formal request for an independent estimate.

Rusty noted we do need schematic design to base the estimate on. He thinks they will propose a pdm roof with a base of a 20 year roof with an alternative for 25 and 30 year roofs. The State only authorizes 20 years and might not pay for the longer warrantee prices. He feels they have enough information to get going but will need some additional along the way. He will work with Bill to further review the roof specifics including mechanical and drainage.

Rusty notes they will try to stick with the schedule and hope to get the grant application through to the State this month – followed by additional design work.

John then asked/mentioned the state issue with timing and that the State claims this is not a fully eligible project. They had issues with the contractor and it took several years to close out the project with the State. The State is going from the project close out date rather than when work was completed. Rusty agrees warranties start upon substantial completion. John asked for a list of supporting info needed to submit to the State to help

with that argument. Rusty will draft a letter to request the State review it. He asked how many years the State is claiming. Bob Carroll noted the State says 18 years. Mary noted that the project was completed around 1999. Rusty will go to the Director and have discussions regarding this issue.

Rusty asked if there was an insurance requirement for FM Global to go on top of the roof. John noted we are with CIRMA and currently have \$2.5M on insurance coverage for projects. John noted Amanda can look into the requirements that are required by CIRMA.

Rusty asked about the approved budgets for roofs. Amanda will send the budget over to him. It is a prevailing wage project and there is equipment of the roof. John noted Bill did the budget based on square foot per a dollar amount – and hopefully we are in the correct ball park.

Bob asked if this summer was a reasonable timeline. Rusty said as long as the State does not hold us up – it is doable.

3. **Approval of Minutes:** Motion made to approve the minutes from January 7, 2021 made by Joe and seconded by Mary. Motions to approve the minutes as presented passed unanimously.

Motion made to approve the minutes from January 27, 2021 made by Mary and seconded by Josh. Motions to approve the minutes as presented passed unanimously

4. **Project Financial Status:** Amanda noted the financial status has not changed. Now that the Roof design and HVAC work has been bid out she will encumber for those contracts. Amanda also noted that today we received school construction payments on 3 of the 4 schools for the oil tank work. This totaled \$95,446. The High school project will get closed out after the fire door and asbestos are finalized.
5. **Fire Door Update:** Amanda and Bob both noted they had not received any additional update from Bill but they believe the work is tentatively scheduled for April.
6. **Unit Ventilator/HVAC Project Update:** Amanda noted that she had not received any updates from Bill. Tom requested Bill send a quick update to the Committee.
7. **Other Matters:** No other matters identified.
8. **Adjournment:** Motion made to adjourn at 7:05 pm by Joe and seconded by Mary. Motion passed unanimously.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'A.L.B.', with a long horizontal flourish extending to the right.

Amanda L. Backhaus, CPA  
Finance Director

*Note: These minutes are draft/not official until approved by the Committee at the next Committee meeting. Please see subsequent meeting for approval or changes to these minutes.*