

Town of Canterbury Roof Committee
For the Dr. Helen Baldwin Middle School (DHBMS) Roof Project
Canterbury, Connecticut

Committee Minutes

Date: December 22, 2015

Time: 6:10 p.m.

Place: Meeting Room at the Canterbury Public Library
1 Municipal Drive, Canterbury, CT

Attendance: Walt Petruniw, Jeremey Williamson and Tom Millerd.
Ray Sulich Jr. (participated by speakerphone)

ROOF COMMITTEE MEETING AGENDA AND BUSINESS CONDUCTED

A. Establishment of Quorum and Call to Order:

The four appointed committee members, who were all appointed by the Board of Selectmen during the November 24, 2015 Selectmen's meeting, were present or participated via speakerphone.

Ray Sulich Jr. made a motion that "Three members constitute a quorum." Motion seconded by Jeremey Williamson. Motion was carried by a unanimous vote in favor of the motion.

B. Election/Selection of Committee Officers

1. Committee chairperson
2. Secretary/Minutes recorder

Jeremey Williamson nominated Walt Petruniw for the Committee Chair and to also be the minute taker. Ray Sulich Jr then seconded the nomination. No other nominations were made. Vote was taken with all in favor (unanimous). Walt Petruniw continued with the meeting as appointed by the committee.

C. Discussion about the DHBMS known roof condition and ages

1. Handouts and diagram

Detailed discussion was held on the condition of the DHBMS roofs and the approximate ages of those roofs, and whether any pending changes were known for the use of the building in the future. Funding issues were also discussed. Roof leak problems were also mentioned during the discussion.

- D. Discussion about last roof assessment dated May 6, 2015
1. Handout copy of Roof Assessment from The Garland Company

Walt Petruniw read excerpts from the Garland Company assessment dated May 6, 2015, and referenced the photos of the conditions found during the assessment. Many of the assessments categorized the condition of the roofs as "poor". The document had a list of that company's solutions that they proposed for the 57,000 square foot roof area and what the budget range for the project would be. Their main solution option called for roof replacement. Discussion on the matter followed.

- E. Facility or Infrastructure Assessment – action item
1. Certificate for a free assessment
2. Copies of a sample assessment handout

The packet for the committee contained a certificate for a free facility assessment or infrastructure assessment from DTC, Diversified Technology Consultants from Hamden, CT. The Canterbury First Selectman, Roy Piper, had forwarded the document for the attention of the Roof Committee. He previously won the certificate for the town and had indicated this may help out the committee in their function on this matter.

Timeframe concerns for any roof projects and for the urgency for the roof replacement were discussed. Ray Sulich Jr. made a motion "To execute the free evaluation offer from DTC". Jeremy Williamson seconded the motion. Unanimous vote in favor of the motion was recorded. Following a discussion and consensus of the committee, Tom Millard agreed to follow up and contact DTC on their offer.

- G. Roundtable discussion

Future meeting dates and times were discussed. Next meeting of the Roof Committee is planned for Wednesday, January 20th, 2016 at 6 PM.

Also contact information was collected for notice purposes. Caution was advised not to communicate outside the committee meetings to avoid improper meetings.

- H. Adjournment

Motion for adjournment made by Ray Sulich Jr, seconded by Tom Millerd. Voted taken and recorded as unanimous in favor for adjournment. Meeting ended at 7:05 PM

Respectfully submitted,
Walt Petruniw

**Town of Canterbury Roof Committee for the
Dr. Helen Baldwin Middle School (DHBMS) Roof Project**

Contact sheet of committee members for informational purposes:

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Jeremey Williamson (H) 860-546-9465
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Ray Sulich Jr. (H) 860-546-2179
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Tom Millerd, (W) 860-546-6950 use prompts for the Facilities Director
Email: tmillerd@canterburypublicschools.org

Contact information provided for informational purposes. May be used to advise if one is not able to attend scheduled meeting or is running late, etc. Not for conducting committee business (please avoid holding improper meetings).