

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

MEETING MINUTES

Date: January 20, 2016

Time: 6:07 p.m.

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

Attendance: Walt Petruniw, Jeremey Williamson and Tom Millerd.

ROOF COMMITTEE MEETING AGENDA AND BUSINESS CONDUCTED

- A. Establishment of Quorum and Call to Order:
 - Three committee members were present which formed a quorum.

- B. Approval of Minutes:
 1. Minutes from December 22, 2015, Roof Committee meeting were accepted as fair representation of that meeting.

- C. Discussion about Diversified Technology Consultants (DTC) assessment proposal.
 1. Reference: DTC proposal letter and fees and expense schedules:
 - The documents, derived from an offer that Canterbury won a free physical assessment, were reviewed and discussed. Supporting email from DTC confirmed that "Free was Free". The understanding derived through discussion and examination of the documents was that the scheduled fees would only apply for if further services were requested of DTC.
 2. Course of action and option discussion:
 - Favorable discussion followed to accept the free condition assessment for the DHBMS proposal from DTC.
 3. Possible action item on assessment proposal:
 - Jeremey Williamson made the motion to accept the proposal from Diversified Technology Consultants to provide the Town of Canterbury a free condition assessment for the Dr. Helen Baldwin Middle School (DHBMS), and to submit a signed condition assessment proposal to Diversified Technology Consultants.
 - The motion was seconded by Tom Millerd. Vote was taken and all three committee members voted in favor of the question.

- Action taken: Walt Petruniw followed through by signing the document as the Committee Chairperson, and Tom Millerd co-signed as the Facility Director for the DHDMS. The document is to be forwarded to DTC.
- D. Roundtable discussion:
- Tom Millerd reported that the Board of Education cut \$40,000 from the Capital Improvement Project (CIP) budget (for FY 16/17). Walt Petruniw responded that he will see if he could get the current balance in the CIP budget concerning the roofs for this project for future committee meeting consideration.
 - Jeremey Williamson brought forward a topic for discussion on what should the next step for the committee be. Discussion about time line of the pending condition assessment will take some time, so the committee should consider proceeding with drafting a RFP since we do have information that the roofs need replacement.
 - Next committee meeting scheduled for 2-24-16 at 6 PM to be held at the Canterbury Public Library meeting room.
- E. Adjournment:
- Tom Millerd made the motion for adjournment. Motion seconded by Jeremey Williams. A vote was taken with all in favor. Meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Walt Petruniw