

TOWN & SCHOOL BUILDING COMMITTEE MINUTES
SPECIAL VIRTUAL MEETING
April 23, 2020 – 6:00 pm

1. **CALL TO ORDER** -- A virtual meeting of the East Granby Town & School Building Committee was held via Zoom. Chairman Jim Hayden called the meeting to order at 6:05 pm. In attendance were Jim Hayden, Bob Ravens-Seger, Tim Butler, Jim Velleman, Rick Granger, John Ziobro, and Mike Malloy.

Also present were Roger LaFleur, Project Manager, Acting Superintendent Melissa Bavaro-Grande from the Board of Education, and Ray Carlson, Facilities Supervisor.

2. **PUBLIC COMMENT** -- none
3. **CORRESPONDENCE** – none
4. **MINUTES** – T Butler made a motion to accept the April 2, 2020 minutes as presented. Seconded by M Malloy. B Ravens-Seger abstained. **Motion Approved.**
5. **OLD BUSINESS**
 - a. **Project Manager Report** – see below
 - b. **Project Update – Roofs** – R LaFleur stated that the only remaining part of this project to be completed is the Public Safety Building painting, which cannot be done until there are sustained temperatures above 50 degrees.
 - c. **Project Update – Roads** – J Hayden stated that milling and paving has resumed in the Metacomet Drive neighborhood. This location is expected to be completed by the end of next week, including the aprons and driveway work. The Adams Drive neighborhood is next on the schedule.

The remainder paving for RCC has been completed.
 - d. **Allgrove Air Conditioning/Electrical Engineering Update** – see 6a
 - e. **Project Timeline Review** – as stated above

6. NEW BUSINESS

a. Consider and Act Upon the Allgrove School Air Conditioning

Project RFP – Committee members and R LaFleur reviewed the proposals from four bidders: BVH Integrated Services, DiBattisto Associates LLC, Van Zelm Engineers, and Aztech Engineers Inc. Each proposal included three parts – Phase 1 Conditions Report, Option 1 Ductless Splits, and Option 2 two Rooftop Units. There was emphasis placed on whether the proposals accounted for the likely necessary structural analysis if Option 2 is chosen by the Committee. Of primary concern was whether such analysis is included as part of the proposals; and if not, how would that be addressed and paid for.

R LaFleur suggested that he and R Carlson conduct a scope and timeline review with the lowest bidder first. If that review did not meet the standards required by the Committee for the project, they would conduct a scope and timeline review with next highest bidder. This could be done in the next day or two and they would be prepared to report back to the Committee.

R Granger made a motion to authorize R LaFleur and R Carlson to conduct a scope and timeline review with the lowest bidder, and then other bidders if they deem it necessary in exercising their due diligence to the standards required by the Committee for the project. Seconded by B Ravens-Seger. **Motion Approved Unanimously.**

b. **Next Meeting Date** – April 30, 2020 at 6:30 pm.

c. **Approve Bills** – There was a list of bills reviewed for approval:

Hartford Courant – cost to publish RFP	\$260.20
Galasso – materials	\$247.71
Barbara Marsele – Committee Clerk	\$ 75.00

M Malloy made a motion to approve all the bills as listed. Seconded by B Ravens-Seger. **Motion Approved Unanimously.**

7. **PUBLIC COMMENT** -- none

8. **ADJOURN** – B Ravens-Seger made a motion to adjourn the meeting at 6:45 pm. Seconded by R Granger. **Motion Approved Unanimously.**

Respectfully submitted,
Barbara A. Marsele
Committee Clerk

