



**TOWN OF MANSFIELD
MANSFIELD MIDDLE SCHOOL ROOF BUILDING COMMITTEE
Thursday, August 20, 2020
Virtual Meeting**

This meeting is physically closed to the public but the public may view the meeting on livestream at https://townhallstreams.com/towns/mansfield_ct

8:30AM

Special Meeting Agenda

1. Call to Order.
2. Approval of July 21, 2020 Minutes.
3. Approval of Silver Petrucelli invoices dated July 1, 2020 and August 1, 2020.
4. Action Item: Approval of Motion requesting that the Town Council send the issuance of bonds for the roof project to the voters at the November 3, 2020 election.
5. Project Update.
6. Adjournment.

SPECIAL MEETING DRAFT MINUTES

Members Present: Bill Briggs, John Fratiello, David Litrico, Toni Moran, Paul Shapiro

Staff Present: John Carrington, Interim Town Manager; Kelly Lyman, Superintendent of Schools; Sheri Baczanski, Public Works Specialist; Allen Corson, Director of Facilities Management; Derek Dilaj, Acting Director of Public Works; Alicia Ducharme, Budget Analyst; Catherine Pomerleau, Facilities Administrative Assistant; Cherie Trahan, Director of Finance; Bill Trietch, Deputy Director of Facilities Management

Guests: Paul Jorgensen, Associate & Architect, Silver Petrucelli

1. CALL TO ORDER:
Meeting called to order at 2:00PM by Paul Shapiro
2. APPROVAL OF JUNE 23, 2020 MINUTES:
Ms. Moran **moved** to approve the **amended** minutes of the June 30, 2020 meeting. Mr. Briggs seconded the motion.

The motion **passed** unanimously.
3. APPROVAL OF SILVER PETRUCELLI INVOICE #20-1462:
Mr. Litrico **moved** to approve Silver Petrucelli invoice number 20-1462 dated June 1, 2020. Mr. Briggs seconded the motion.

The motion **passed** unanimously.
4. DISCUSSION OF DEBT SERVICE / BONDING COSTS:
Ms. Trahan spoke to the Committee about the debt service / bonding costs breakdown. She informed the Committee that this project will follow the funding structure of the Region 19 roof replacement project. She also stated that we will have the final bond number when the project is near completion. The Committee discussed which information on the bond details and debt service spreadsheet will need to be shared with the Council to set the referendum question.
5. PREPARATION FOR JULY 27, 2020 TOWN COUNCIL MEETING:
The Committee discussed which information and reports will need to be included in the presentation to the Town Council on July 27, 2020. They also discussed who will need to be in attendance at the virtual meeting. The consensus was to invite the entire Committee to the meeting.
6. ADJORNMENT:
Ms. Moran **moved** to adjourn the meeting at 2:50PM. Mr. Briggs seconded the motion.

The motion **passed** unanimously

Respectfully Submitted,

Tasha N. Smith
Executive Assistant, Town Manager's Office

Silver Petrucelli & Associates, Inc.
 3190 Whitney Avenue, Bldg 2
 Hamden, CT 06518
 2032309007
 bpetrucelli@silverpetrucelli.com
 http://www.silverpetrucelli.com

JUL 28 2020



INVOICE

INVOICE # 20-1668
 DATE 07/01/2020
 DUE DATE 07/31/2020
 TERMS Net 30

BILL TO
 Town of Mansfield
 Allen Corson Director
 4 South Eagleville Rd
 Mansfield, CT 06268

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

SP&A JOB NUMBER
 20.087

PROJECT MANAGER
 PJ

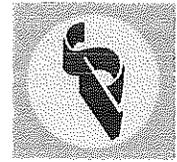
| ACTIVITY | FEE AMOUNT | RATE | AMOUNT |
|---|------------|------|-----------|
| Photovoltaic Systems | | | |
| Design design services 25% completed, 15% billed this month | 23,000 | 0.25 | 5,750.00 |
| CA-Const Admin Construction Administration | 8,900 | | |
| Roof Replacement | | | |
| Design design services 25% completed, 15% billed this month | 25,900 | 0.25 | 6,475.00 |
| BID Bid Phase | 2,200 | | |
| CA-Const Admin Construction Administration | 7,150 | | |
| Total Fee Total Fee | 35,250 | | |
| Previously Billed | | | -4,890.00 |

Middle School Roof and photovoltaic
 PO76479

BALANCE DUE

\$7,335.00

Silver Petrucelli & Associates, Inc.
 3190 Whitney Avenue, Bldg 2
 Hamden, CT 06518
 2032309007
 bpetrucelli@silverpetrucelli.com
 http://www.silverpetrucelli.com



INVOICE # 20-1914
 DATE 08/01/2020
 DUE DATE 08/31/2020
 TERMS Net 30

INVOICE

BILL TO
 Town of Mansfield
 Allen Corson Director
 4 South Eagleville Rd
 Mansfield, CT 06268

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

SP&A JOB NUMBER
 20.087

PROJECT MANAGER
 PJ

| ACTIVITY | FEE AMOUNT | RATE | AMOUNT |
|---|------------|------|------------|
| Photovoltaic Systems | | | |
| Design design services 35% completed, 10% billed this month | 23,000 | 0.35 | 8,050.00 |
| CA-Const Admin Construction Administration | 8,900 | | |
| Roof Replacement | | | |
| Design design services 35% completed, 10% billed this month | 25,900 | 0.35 | 9,065.00 |
| BID Bid Phase | 2,200 | | |
| CA-Const Admin Construction Administration | 7,150 | | |
| Total Fee Total Fee | 35,250 | | |
| Previously Billed | | | -12,225.00 |

Middle School Roof and photovoltaic
 PO76479

BALANCE DUE

\$4,890.00

Memo

TO: Mansfield Middle School Roof Building Committee

FROM: Paul M. Shapiro, Chair

CC: Kelly Lyman, Superintendent of Schools; John C. Carrington, Interim Town Manager; Allen Corson, Director of Facilities Management

DATE: August 20, 2020

Re: Request that the Town Council set November 3, 2020 as the date of the Referendum for approval of the issuance of Bond Funds for construction of a new roof at Mansfield Middle School.

Subject Matter/Background

On March 9, 2020, the Town Council approved a resolution containing the charge for the Middle School Roof Building Committee (“Building Committee”). The Committee has fulfilled the first portion of its charge, by selecting an architectural firm, Silver Petrucelli & Associates and selecting the style of the new roof. We have heard from our Director of Facilities Management, who has told us that our current roof at the Middle School is twelve years past its warranty and that repair costs are escalating each year. In addition, the State of Connecticut will pay over 75% of the cost of this project.

The Building Committee’s charge does not include making a recommendation to the Town Council concerning a referendum. However, after consulting with staff, I believe that is both appropriate and necessary for the Building Committee to recommend that the Town Council take the necessary steps to place the issuance of bonds for this project on the ballot this fall.

Recommendation

If the Committee is in agreement, the following motion is in order:

Move that the Middle School Roof Building Committee request that the Mansfield Town Council place the bond issue for the Mansfield Middle School Roof Project on the ballot of the election to be held on November 3, 2020.