

## DRAFT SPECIAL MEETING MINUTES

Members Present: P. Shapiro, W. Briggs, T. Moran

Staff Present: R. Aylesworth, W. Trietch, A. Corson, M. Capriola, A. Backhaus, P. Dart

Guests Present: D. Stein, S. June, S. Pellman, D. Goulet, H. Carpenter

Members Absent: J. Fratiello, D. Litrico

The meeting was called to order at 8:34am.

### Approval of Minutes

Motion made by W. Briggs, seconded by P. Shapiro, to approve the November 1, 2023 Special Meeting Minutes. Motion passed unanimously.

### Roof Replacement

- a. Project Update / Review of Outstanding Work / Remediation Work – D. Goulet from Colliers updated on the remediation work stating, troughs are installed including break metal and trim. The strainer baskets for around drains will be installed this week. Flashings have been installed with the exception of one roof top unit, Imperial has been notified that this is outstanding. A sketch has been received for securing the roof top mechanical units and is under review by the contractor and building official. Silver Petrucelli and Imperial are working on putting together and distributing close out documentation for the Photovoltaic system and final signatures on roofing. D Stein from Silver Petrucelli stated the paperwork including closeout documentation, warranty information, and as-built will be shared electronically shortly. A. Corson shared there are leaks from last night's and this morning's rain; Imperial is actively investigating these leaks. Some leaks may relate to the raised wall based on location. H. Carpenter of Imperial Roofing Company shared Bruce is on-site and investigating leaks; he will give an updated report. B. Trietch shared there have still been some leaks in areas where troughs and scuppers were installed. He will be putting together a list of leak locations. The Imperial Company confirmed the mechanical units would be secured by the end of the week as well as the section of missing flashing installed. D. Goulet stated the final item would be approval from the building official. Silver Petrucelli and Imperial are preparing punch list/close out items and documentation for review by the Committee and staff.

### Future Meetings

A special meeting was proposed for Wednesday, February 7, 2024 at 8:30am.

### Adjournment

Motion made by W. Briggs, seconded by P. Shapiro, to adjourn the meeting at 8:57am. Motion passed unanimously.

Respectfully submitted,  
Catharine Varga  
Facilities Administrative Assistant