

## 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, D. Goulet, H. Carpenter

Members Absent: J. Fratiello, D. Litrico

The meeting was called to order at 8:33am.

### Approval of Minutes

Motion made by W. Briggs, seconded by P. Shapiro, to approve the January 10, 2024 Special Meeting Minutes. Motion passed unanimously.

### Roof Replacement

- a. Project Update / Review of Outstanding Work / Remediation Work – A. Corson gave an update stating, all work which we asked of the contractor, is complete. Our building inspector has been on the roof to perform his inspection, he is holding off on the final approval for confirmation that the leaks we had are fixed. Last reported was three leaks two of which were pipe leaks and the other being a roof leak. Imperial is on the roof today investigating. We should be able to check on the status of this leak in our next rainstorm. W. Trietch stated the Photovoltaic system is working as expected and energy savings should average \$2,000 per month. D. Stein from Silver Petrucelli stated, as of last night we have reviewed and approved the final application for payment on the roof portion of the project. Once this is paid, the final lien waiver will be issued. R. Aylesworth stated that is not part of today's agenda due the town only receiving documentation late last night.
- b. Discussion/Possible Approval of Outstanding Invoices – Motion made by W. Briggs, seconded by P. Shapiro to approve payment of invoice #23-296 from Silver Petrucelli in the amount of \$890. Motion passed unanimously. R. Aylesworth stated the next two invoices were previously approved by the committee with the understanding the Imperial Company would provide the town a lien waiver. Since this meeting, Colliers has confirmed such lien waiver would come after the final payment. D. Goulet from Colliers stated the lien waiver is a statement from the contractor certifying they have received payment. D. Stein from Silver Petrucelli added, it also endorses that the contractor (Imperial) has paid any of their vendors and protects the town against a mechanics lien. A. Corson confirmed he recommends authorization by the committee to pay both invoices. Motion made by W. Briggs, seconded by P. Shapiro to approve payment of the change order in the amount of \$42,921.20 and pay applications #3 and #4 in the amount of \$44,603.64, without receiving the lien waiver or affidavit as previously requested. Motion passed unanimously.

### Future Meetings

A special meeting was proposed for Wednesday, March 6, 2024 at 8:30am.

Adjournment

Motion made by W. Briggs, seconded by P. Shapiro, to adjourn the meeting at 9:03am. Motion passed unanimously.

Respectfully submitted,  
Catharine Varga  
Public Works Specialist