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TIME: 4:20pm  
TOWN CLERK'S OFFICE

## MINUTES

### Roof Replacement & Solar Installation Committee

Wednesday, May 20 – 2 PM

Zoom Video Conference – (646) 558-8656 – Meeting ID: 880 7419 7067

**Members Present:** Tim Connors, Jim Baldwin and Mike Marcinek

**Members Absent:** None

**Others Present:** Rory Burke

#### 1) Call meeting to order

The meeting was called to order at 2:04 PM.

#### 2) Pledge of Allegiance

All present stood and recited the Pledge of Allegiance.

#### 3) Public Comment

There was no public comment

#### 4) Discussion of charge

Rory Burke delivered the charge – This board was established to administer part of the Johnson Controls energy performance savings contract project. Specifically, it will oversee the replacement of roofs at Seymour Middle School, Seymour High School and Bungay School in order to install solar panels. This Board will interact with the State of Connecticut's School Grant Administration group.

Mike Marcinek – Is this part of the JCI Project?

Rory Burke – That's correct. This board is the oversight for the project.

#### 5) Election of officers

A motion was made for Tim Connors to be Chair.

**Motion:** Jim Baldwin

**Second:** Mike Marcinek

**Vote:** 3-0

A motion was made for Mike Marcinek to be Vice Chair.

**Motion:** Jim Baldwin

**Second:** Tim Connors

**Vote:** 3-0

#### 6) Requests for Review of Final Plans:

Tim - Waiting on the final plans. We should have them by next week and get an approval number from the State.

Mike - So JCI is doing the plans?

Tim - Yes.

Rory – There is a form that the chair will have to sign for the State to submit the plans for final review.

Jim – we need a motion for each building.

**Motion:** Jim Baldwin

**Second:** Mike Marcinek

**Vote:** 3-0

**a. Seymour High School**

A motion was made to authorize the chair to sign the form to request the State to conduct a final review of the plans for Seymour High School

**Motion:** Jim Baldwin

**Second:** Mike Marcinek

**Vote:** 3-0

**b. Seymour Middle School**

A motion was made to authorize the chair to sign the form to request the State to conduct a final review of the plans for Seymour High School

**Motion:** Jim Baldwin

**Second:** Mike Marcinek

**Vote:** 3-0

**c. Bungay Elementary School**

A motion was made to authorize the chair to sign the form to request the State to conduct a final review of the plans for Seymour High School

**Motion:** Jim Baldwin

**Second:** Mike Marcinek

**Vote:** 3-0

Rory – I just want to note that we have hired ECG as a third-party consulting engineer for the JCI project. They certify JCI's calculations and ensure verification.

Mike – Is this the roof or the solar?

Rory – Both.

Jim – Do we know if there will be a third party inspection signoff?

Rory – That is how it has worked for the other parts of the project. They review and approve all requests for payment from JCI before the Town issues payment. Tim, they're on site for the construction, correct?

Tim – correct, they do a verification after each component is complete. I have also been on site during the project.

Mike – Who is providing the warrantee for the roof?

Tim – JCI.

Mike – What kind of warrantee?

Tim – 20-year. The State mandates it.

Jim – Please just check as to whether they'll be doing a third-party inspection for the solar.

Rory – We meet with JCI every other Wednesday as well to review the current status of the project.

**7) Other Business**

There was no other business.

**8) Public Comment**

There was no public comment.

**9) Member Comment**

There was no further comment.

**10) Adjournment**

A motion was made to adjourn the meeting at 2:15 PM.

**Motion:** Jim Baldwin

**Second:** Mike Marcinek

**Vote:** 3-0