

# Oxford Schools Upgrade Committee

S.B. Church Memorial Town Hall  
486 Oxford Road  
Oxford, CT 06478-1298

Meeting Minutes  
January 8, 2014  
S.B. Church Town Hall

The meeting was called to order at 7:05 pm by Ken Sharron, Chairman.

The Pledge of Allegiance was recited.

The following committee members were in attendance: Paolo Dellosso, John Kerwin, John Peterson, Diamond Rosa, Ken Sharron, Bob Slie, and Shannon Wolf. Others in attendance were Amy Cote (Board of Education), Kassidy Rosa (Recorder), and Larry Secor (Nafis & Young).

Bob Slie made a motion to approve the meeting minutes of December 18, 2013. A second to the motion was made by John Kerwin. The minutes were approved.

New Business:

- Larry Secor from Nafis & Young was in attendance and was prepared to present this issues of the OFS roof along with a scope of work.
  - Nafis & Young recommends:
    - Four roof crickets be installed to relocate the valley away from the raised area
    - Snow guards be installed to prevent snow from falling in current doorways
    - Self regulated heat trace on roof areas or in gutters that are problematic
    - Bringing installed insulation down to a lower level because the current heating is a waste of energy
    - Draining large pans above the ceiling to reduce potential leakage as well as reduce humid air
    - Installing a screw type fastener to replace nails that are not gripping the wooded sides of the expansion joint
  - Nafis & Young created an idea of the price based on the labor, materials, and equipment for the entire project.
- The committee took all things into consideration, but the biggest issue is the timeline. If the committee wishes to start the construction during summer break, they must begin the process of getting the job approved now.
- With time being a huge factor, Larry suggested that the job be done <sup>as two separate</sup> ~~to two phases.~~ <sup>JOBs.</sup>  
~~Phase one would be to repair the roof and phase two would consist of lowering the~~  

Job  
K.R.

Job  
K.R.

K.R.

installed insulation down to create a better heating system. The committee agreed that this would be the best possible way to go about getting the job started as quickly as possible.

- A motion was made by Shannon Wolf to have Nafis & Young create the bid documents to move forward with the project in a timely fashion to present them to the state. A second to the motion was made by Diamond Rosa. The motion carried.
- Discussions about the new school were also conducted. Amy Cote said that the committee must take the low income housing into consideration if the town goes forward with that in the future. This would change enrollment rates and the size of the school.
- A motion was made to cancel the January 15, 2014 meeting to give Nafis & Young time to create the documents and a special meeting to be scheduled for January 22, 2014 by Shannon Wolf. A second to the motion was made by John Kerwin. The motion carried.

A motion to adjourn at 8:48 was made by Bob Slie. A second to the motion was made by Paolo Dellosa. The motion carried.

Respectfully submitted,

*Kassidy Rosa*

Kassidy Rosa  
Recorder

RECEIVED 1/10 10 2014  
AT 1:59 PM  
*J. M. Hill*  
TOWN CLERK