

Minutes  
Special Meeting on the Roof Repair Project  
Monday, October 13, 2014

Present: Mayor Carol Weaver, via skype Venice, FL.

Trustees: Richard Phillips  
Robert Puckett

Brain Murphy

Absent: Trustee Dale Leiser

Also attending: Marilyn Kaplan Historic Preservation Architect

Mayor Carol Weaver opened the meeting at 5:04 pm.

This meeting is being held to discuss the needs for the ensuing bid. Marilyn knows cost is a big concern for the village board. She states this is a public works job that is required to pay prevailing wages and the cost to rent the scaffolding are big ticket items that is driving the price of the project up.

She is concerned the next round of bids may be higher. The previous sub-contractors did not inspect the roof. She feels they will inspect the roof with the next round and notice the carpentry work needed along with the gutter work. The village could eliminate the cupola or the lower roof to reduce costs.

Trustee Murphy would like to know if it has been determined where the roof is leaking before we decide to eliminate anything. Also, the level of complexity of the document itself needs attention. Is there a better way to handle the components that were optional and what would the risks for not doing the options should be clarified.

Marilyn would like to work on the bid sheet to set up the alternative needs to be more transparent for the board to read. Marilyn felt the document was not hard to read for a contractor that is in the business of doing public works project. She felt DeBrino understood the bid but it came down to his subs not inspecting the project. The other contractors just did not read the bid or inspect the village hall.

Trustee Phillips would like the materials to be priced for cooper and metal for the next bid. Marilyn recommendation is to go with what the village can afford and what will keep future maintenance costs down. Marilyn will do the homework on the materials for the village to keep the price low. She will look into using a kemper material that is a liquid applied reinforcement that will be cheaper. Marilyn would like to add a scope summary on the bid for the Trustees to read as she wants them to understand what they are getting.

Trustee Puckett inquired if she could use the same bid document but change the material to cooper or standing seam metal only. Marilyn noted this will be a graphic change to the documents she does not want to bundle things together this will be a graphic exercise for her.

The board would like Marilyn to hold a mandatory contractors meeting with their sub-contractors to walk through the project so everyone is aware of what is expected.

Marilyn will meet with the village board one more time and present the bid to them before advertising the bid documents.

Marilyn will set a tentative date of December 10<sup>th</sup> to have the bids ready to go. The village Board can let the bids in January and give a 4 to 5 week time frame for contractors to review. The bids will be due by the February 10<sup>th</sup> village board meeting. Marilyn will look at her calendar and confirm the dates when we she meets with the village board again. A meeting was scheduled for November 10, 2014 at 5:00 pm.

Mayor Weaver made a motion to adjourn the meeting at 6:00 pm; seconded by Trustee Phillips. All voted "aye".

Respectfully submitted,

Nicole H. Heeder  
Village Clerk