

MEETING MINUTES

PROJECT: Wead Lib. Roof/Window Replacement
SUBJECT: Exist. Roof Contractor Meeting
DATE: 19 Dec. 2023 – 15 January 2024
BY: MNR

Issued by e-mail/mail (1/18/2024)

PRESENT via Phone:

Wead Library

Ron Robideau – Roofing Contractor

Beardsley Architects + Engineers

Michael Reynolds AIA, Principal
John McArthur, Level V Engineer

cc: All Present

OPEN ITEMS:

[W]= Ron Robideau representing Wead Lib.

[B] = Beardsley Architects + Engineers

PURPOSE OF MEETING:

To review the history and composition of the existing roof construction based on 15 years of repairs by Ron Robideau, representing Seymore Roofing. To understand how and where the existing roof is failing and recommendations for roof replacement including budget S/F costs. Follow-up w/John McArthur.

MEETING TOPIC:

1. Introductions – Michael introduced himself to Ron, discussed their experience with Wead Library, and discussed the general scope of the window/roof replacement project.
2. Roof history -The slate portion of the roof installed in 1932, has been maintained by Seymour Roofing, Ron Robideau, and others for the last 15 years and has never been replaced. The built-up modified bitumen flat roof with stone ballast was built in 1978 and likely replaced at least once.
3. Roof repair history and useful life – The 91-year-old slate roof tends to crack and break tiles annually. Once cracked the slate begins to leak. Dry rot roof-deck damage is likely. Flashing on the south chimney tends to leak. The typical useful life of a slate roof is **75-100 years**. The flat roof may have been replaced once since 1978, possibly making it a 23-year-old roof. The typical useful life of a built-up bitumen roof is 15-25 years.
4. Cost Implications –
 - a. Roof demolition will be labor intensive with costly tipping fees for dumping. The flat portion of the roof is ballasted with 2-3” of gravel, an estimated 10-12 tons. The pitched portion of the roof is covered in slate, an estimated 15-18 tons.
 - b. Hazardous materials survey – Prior to bidding, testing for asbestos located in roofing roof flashing and mastics will be required.
 - c. Repair/replacement of roof decking and framing members may be required once roofing materials are removed.
 - d. Flat Roof Ice Protection from Pitched Roof above: Falling ice from upper roof on to lower roof requires rubber protection pads

- [B] 5. Alternative roof concepts –
- a. If the flat roof remains with internal drains, EDPM (rubber roof) would be considered. Ron Robideau felt the existing roof system would be a comparable if not better choice. Time invested in product validation is warranted.
 - b. The pitched portion of the roof could be reconstructed with asphalt to resemble slate with a 35+ year warrantee.
6. Engineering – A detailed set of construction documents will be required to define work scope and address areas of concern for construction and bidding.
7. Schedule – Most Efficient Path provided Beardsley receives authorization to proceed prior to Voter Approval (April TBD, 2024):
1. Prepare SED Submission Documents Feb 1st.– May 1st, 2024
 2. Voter Approval April TBD, 2024
 3. Send to SED for Review May 15th, 2024
 4. SED Review Period 12 weeks +/- August 15th, 2024
 5. Project Out To Bid August 15th, 2024
 6. Receiving Bid September 15th, 2024
 7. Compete Roof Replacement Decembre 15th, 2024
8. SED Review Period Status: (Snip taken 1-15-24) - 22-24 weeks to review project. However, this is a smaller project, and we feel the review time will be reduced to +/- 12 weeks.
- SED PROJECT REVIEW STATUS AS OF 01/10/2024:
 - Architectural Review:
 - Average time for final architectural review will be about 22-24 weeks.
 - The next architectural review will be 23-0212. It was logged into the review system on 08/07/23.
 - Engineering Review:
 - Average time for final engineering review will be about 22-24 weeks.
 - The next engineering review will be 23-0231. It was logged into the review system on 08/09/23.
 - The most recent submission has review number 23-1328. It was logged into the review system on 01/05/2024.
 - The last review number assigned for 2022 was 22-2492. It was logged into the review system on 06/30/2023.

NEXT MEETING:

1. Meet with Mary McDonald after the New Year holiday. 1/22/24 Zoom scheduled

These Meeting Minutes represent our understanding of what was observed and discussed. If your understanding is different, please advise.

