

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY**

**March 10, 2016**

**SAU Office  
6:30 PM**

**AGENDA**

**Committee Members:**

Myron Steere, Chair  
Janine Lesser  
Pierce Rigrod  
Dave Martz  
Richard Dunning

- 1. Call to Order**
- 2. Approval of Minutes – January 26, 2016**
- 3. February Expense Report**
- 4. February Transfer Requests**
- 5. Roof Bids**
- 6. Security Bids**
- 7. Other**
- 8. Non-Public Session: RSA 91-A:3,II (If Needed)**

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Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY**

**January 26, 2016**

**SAU Office**

**6:30 PM**

**Minutes**

**Committee Members:**

- Myron Steere, Chair
- Janine Lesser
- Pierce Rigrod
- David Martz
- Richard Dunning

**Present:** Myron Steere, Janine Lesser, Pierce Rigrod, David Martz, Richard Dunning

**Others Present:** Marian Alese, Kimberly Saunders, Fiona Tibbetts, Coreen Rivet, Chris Farro,  
Bill VanZandt, Michael Zrzavy, River Marmorstein

**1. Call to Order**

**Myron Steere called the meeting to order at 6:30 p.m.**

**2. Approval of Minutes – January 12, 2016**

**Richard Dunning moved to accept the minutes of January 12, 2016. Janine Lesser second. Unanimous.**

**3. Café Services**

Marian Alese introduced Café Services staff present to speak and share information about the food service program at ConVal this year.

- **Dinner**

Dinner was served.

- **Introductions**

Coreen Rivet, Food Service Director, shared her experience to date with Café Services. She reported that it has been a positive experience.

Do you receive feedback? Ms. Rivet confirmed that they receive feedback and are able to address it. Student surveys have been conducted.

Michael Zrzavy, CVHS student, shared his experience with the food program. He reported that there are a number of options daily. The food is excellent, service more than efficient.

River Marmorstein, CVHS student, reported that there was a lot of pushback at the beginning of the school year. He has taken the opportunity to speak with students who report that students are overall happy with the number of options. It is an improvement over the past. River reported that he is happy with where the program has landed.

Coreen Rivet reported that the pasta bar has returned on Wednesdays.

Pride comes in the service and delivery of food. Food is personal. Café Services is looking to build upon the program. Café Services was hired to make a change; with that comes success and failure.

Richard Dunning shared his experience based on several visits. The quirks have been worked out over time. He noticed that different food offerings were popular in different schools. He has not heard any negativity about the quality of the food. It was more about getting through the lines efficiently. Discussion took place.

- **Progress to Date**

Café Services reported that the percentage of student body participating in the lunch program has increased over the last school year. Increases vary from school to school. Strongest increases are in those schools that are now offered more choices.

Portion sizes are smaller to align with Federal regulations. New regulations have both a minimum and maximum number of calories.

In addition, there have been changes in personnel. Some long term employees decided not to give the new program an opportunity and left just before the start of school.

Total participation increases at ConVal are far lower than other school districts who have joined Café Services this year.

Survey responses were shared which highlighted the successes of the program as well as some challenges.

In addition, progress has been made in the areas of obtaining better purchasing practices, gaining a better understanding of food costs, better inventory management, increased employee productivity, and food safety.

Surveying of high school students has not been effective. Students view a survey like a "test" and are not favorable to completing.

- **YTD Financials (Sent under separate cover)**

A decline in revenue was reported due in part, to a loss in catering and the decline in student enrollment.

- **Questions and Discussion**

What is being done to collect unpaid food accounts? Marian Alese said that letters have been mailed out. Work is being done to receive payment. Stronger letters will be drafted on the next go around. Marian reported a total of approximately \$7,000 due.

Our policy states that we do not shut kids off, everyone gets a meal, but not ice cream or snacks. No alternative meals are served, it must be a regular meal. Marian will be able to provide a better figure next month.

Are there concerns from families about the food bill students are being charged with the "add-ons"?

Parents can put restrictions on what their children can purchase.

Did Café Services receive phone calls about this from parents? Yes, there were concerns in the beginning. Parents can obtain an itemized list of what their children have purchased on their accounts.

Have there been issues when the last round of students come through and food items are no longer available? Items may run out but there is always food available. Historical data is being collected to use when the offerings come around again on the menus.

Estimated revenues were originally at \$1.2M; what are projected revenues? Café Services will likely fall short of the original projection for revenues.

What is the goal with Monadnock Menus? Local purchases to incorporate in the school menus. An interest in "farm to school lunches" and local purchases. There is more interest in having farming in the schools more so than local purchasing.

What are the limits with locally sourced foods? Marian Alese said that the district cannot discriminate and have two lines; one with higher priced local/organic foods and another. We cannot identify locally grown foods differently than others; we cannot charge more.

There are individuals eager to collaborate as a resource with ConVal to further these programs. It is conceivable to get 30-40% local foods on the menus.

"Local" is identified as within 20-30 miles of the district. "Regional" is within 150-250 miles.

Addressing the language on menus to be more identifiable to students was suggested. For example, students don't know what a "Rueben" is so they won't purchase one.

Marian Alese reported that there was a rocky start. New equipment, new staff, different menus, a new program, and a new software program all contributed.

Is Café Services doing well enough given the lower revenues than projected? Yes, they are working to increase revenues. Other data points were referenced.

#### **4. Other**

#### **5. Non-Public Session: RSA 91-A:3,II (If Needed)**

**Janine Lesser motioned to enter into non-public session in accordance with RSA 91-A:3,II at 7:50 p.m. Second. Unanimous.**

**Janine Lesser moved to exit non-public session at 8:13 p.m. Second. Unanimous.**

Marian Alese said that the previous food service program was running at a loss. It will not be the case this year. Work is being done to manage the number downward this year. The intention is to hold everyone harmless. This is a moving target.

Dick Dunning suggested getting the teachers to buy in and ask for their input. An increase in productivity will be seen.

**David Martz moved to redact the names from non-public. Second. Unanimous.**

Discussion took place further about getting administration and teachers on board with the food service program.

**Motion to adjourn at 8:37 p.m. Second. Unanimous.**

Respectfully submitted,

Brenda Marschok

**Board Brief**  
**March 10, 2016**

The attached expense report reflects expenses and encumbrances through February 29, 2016.

Please note the following:

Line 2 reflects the addition n of two para positions as per student needs.

Line 3 reflects the wage adjustment approved by the Board in December.

Line 4 reflects a vacancy at SMS.

Line 24 reflects the need for personal care contracted services agreement for specific student.

Line 33 reflects prior year encumbrances, and an unanticipated repair to DCS fire alarm panel.

Line 35 reflects unanticipated expenses for PES controls

Lines 65 and 66 Transfer requests in process

Line 74 Transfer request in process

2015-2016 Expense Report							2-Mar-16		
		2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	Balance	Includes Approved Transfers	
Account Number	Description	Budget	Transfers	Adjusted Budget	Expense	Encumbered		Account Notes	
Line #									
1	21.000.0000.00.110 REGULAR SALARIES	\$13,593,836.00	-\$69,250.00	\$13,524,586.00	\$8,114,368.86	\$5,045,861.86	\$364,355.28	2.69%	
2	21.000.0000.00.111 PARA SALARIES	\$2,068,442.00	\$34,250.00	\$2,102,692.00	\$1,304,429.79	\$824,012.47	-\$25,750.26	-1.22%	New Positions
3	21.000.0000.00.112 ADMIN ASSIST SALARIES	\$985,744.00	\$35,000.00	\$1,020,744.00	\$691,303.82	\$357,175.58	-\$27,735.40	-2.72%	Wage Adjustment and OT
4	21.000.0000.00.113 CUSTODIAL/MAINTEN SALARIES	\$697,995.00	-\$60,000.00	\$637,995.00	\$398,199.40	\$193,831.14	\$45,964.46	7.20%	Vacancy
5	21.000.0000.00.114 ADMINISTRATOR SALARIES	\$2,253,283.00		\$2,253,283.00	\$1,545,182.75	\$701,461.77	\$6,638.48	0.29%	
6	21.000.0000.00.115 DEPARTMENT HEADS	\$31,500.00		\$31,500.00	\$19,463.60	\$12,036.40	\$0.00	0.00%	
7	21.000.0000.00.119 SUPPORT SERVICES	\$648,124.00		\$648,124.00	\$436,423.08	\$212,392.73	-\$691.81	-0.11%	
8	21.000.0000.00.120 TEMPORARY SALARIES	\$850,008.00		\$850,008.00	\$562,349.97	\$154,039.15	\$133,618.88	15.72%	
9	21.000.0000.00.130 OVERTIME	\$37,500.00		\$37,500.00	\$28,591.43		\$8,908.57	23.76%	
10									
11	21.000.0000.00.211 HEALTH INSURANCE	\$6,415,928.00		\$6,415,928.00	\$4,011,959.15	\$1,573,124.15	\$830,844.70	12.95%	
12	21.000.0000.00.212 DENTAL INSURANCE	\$234,670.00		\$234,670.00	\$169,197.01	\$54,546.75	\$10,926.24	4.66%	
13	21.000.0000.00.213 LIFE INSURANCE	\$40,500.00		\$40,500.00	\$29,414.00	\$11,800.00	-\$714.00	-1.76%	
14	21.000.0000.00.214 LONG TERM DISABILITY	\$51,245.00		\$51,245.00	\$30,951.37	\$20,300.00	-\$6.37	-0.01%	
15	21.000.0000.00.220 FICA	\$1,578,932.00		\$1,578,932.00	\$968,850.66	\$556,890.09	\$53,191.25	3.37%	
16	21.000.0000.00.225 HRA ACCOUNT	\$ 131,500.00		\$131,500.00	\$49,928.87		\$81,571.13	62.03%	
17	21.000.0000.00.231 NON - TEACH RETIRE	\$573,133.00		\$573,133.00	\$351,232.10	\$187,795.81	\$34,105.09	5.95%	
18	21.000.0000.00.232 TEACHER RETIRE	\$2,361,208.00		\$2,361,208.00	\$1,455,429.71	\$878,315.88	\$27,462.41	1.16%	
19	21.000.0000.00.260 UNEMPLOYMENT	\$ 49,133.00		\$49,133.00	\$48,323.00		\$810.00	1.65%	
20	21.000.0000.00.270 ADMIN ANNUITY	\$14,721.00		\$14,721.00	\$9,960.00	\$4,761.00	\$0.00	0.00%	
21	21.000.0000.00.320 PRESENTERS	\$17,600.00		\$17,600.00	\$9,533.00		\$8,067.00	45.84%	
22	21.000.0000.00.321 STAFF TUITION	\$75,540.00		\$75,540.00	\$53,577.00		\$21,963.00	29.07%	
23	21.000.0000.00.322 STAFF SERVICES	\$ 70,200.00		\$70,200.00	\$36,254.73	\$23,837.00	\$10,108.27	14.40%	
24	21.000.0000.00.323 PUPIL SERVICES	\$112,165.00		\$112,165.00	\$51,831.18	\$103,783.82	-\$43,450.00	-38.74%	Personal Care Aide New Student
25	21.000.0000.00.330 PURCHASED/PROF	\$1,116,416.00	\$ 60,000.00	\$1,176,416.00	\$724,328.98	\$356,827.97	\$94,659.05	8.05%	
26	21.000.0000.00.340 STATISTICAL SERVICES	\$30,000.00		\$30,000.00	\$950.00		\$29,050.00	96.83%	
27	21.000.0000.00.380 SCHOOL BOARD SERVICES	\$160,500.00		\$160,500.00	\$104,307.80		\$56,192.20	35.01%	
28	21.000.0000.00.411 WATER/SEWER	\$48,800.00		\$48,800.00	\$39,265.87	\$3,790.47	\$5,743.66	11.77%	



# 2015-2016 Expense Report

2-Mar-16

Account Number		Description	2015-2016 Budget	2015-2016 Transfers	2015-2016 Adjusted Budget	2015-2016 Expense	2015-2016 Encumbered	Balance	Includes Approved Transfers	
Line #									Account Notes	
29	21.000.0000.00.421	DISPOSAL	\$41,650.00		\$41,650.00	\$24,488.00	\$10,621.00	\$6,541.00	15.70%	
30	21.000.0000.00.422	SNOW PLOWING	\$140,210.00		\$140,210.00	\$34,959.00	\$105,251.00	\$0.00	0.00%	
31	21.000.0000.00.430	REPAIR/MAINT	\$304,640.00	\$300,000.00	\$604,640.00	\$210,377.09	\$350,278.59	\$43,984.32	7.27%	
32	21.000.0000.00.431	STRUCTURAL REPAIRS	\$185,500.00	\$317,000.00	\$502,500.00	\$144,454.59	\$332,475.00	\$25,570.41	5.09%	
33	21.000.0000.00.432	ELECTRICAL REPAIRS	\$ 32,300.00		\$32,300.00	\$32,370.91	\$17,296.08	-\$17,366.99	-53.77%	PY Encumbrances & DCS Fire Alarm Unanticipated
34	21.000.0000.00.433	MECHANICAL REPAIRS	\$ 58,500.00	\$ 43,000.00	\$101,500.00	\$44,637.90	\$47,538.42	\$9,323.68	9.19%	
35	21.000.0000.00.434	HVAC REPAIRS	\$ 98,900.00	\$ 50,000.00	\$148,900.00	\$136,078.15	\$43,641.11	-\$30,819.26	-20.70%	PES Controls Unanticipated
36	21.000.0000.00.440	BUILDING RENTAL	\$2,500.00		\$2,500.00	\$1,200.00	\$1,300.00	\$0.00	0.00%	
37	21.000.0000.00.442	EQUIPMENT RENTAL	\$1,000.00		\$1,000.00			\$1,000.00	100.00%	
38	21.000.0000.00.450	RENTAL	\$4,000.00		\$4,000.00	\$495.00		\$3,505.00	87.63%	
39										
40	21.000.0000.00.510	FIELD TRIP /ATHLETIC	\$227,020.00		\$227,020.00	\$116,800.27	\$51,950.59	\$58,269.14	25.67%	
41	21.000.0000.00.519	PUPIL TRANSPORTATION	\$2,230,022.00		\$2,230,022.00	\$1,042,581.19	\$1,173,657.30	\$13,783.51	0.62%	
42										
43	21.000.0000.00.520	INSURANCE	\$211,550.00		\$211,550.00	\$197,900.10		\$13,649.90	6.45%	
44	21.000.0000.00.530	TELEPHONE /WEB ACCESS	\$151,000.00		\$151,000.00	\$87,540.37	\$60,814.14	\$2,645.49	1.75%	
45	21.000.0000.00.534	POSTAGE	\$ 29,420.00		\$29,420.00	\$7,782.77	\$1,538.00	\$20,099.23	68.32%	
46	21.000.0000.00.540	ADVERTISING	\$ 17,000.00		\$17,000.00	\$12,662.74	\$20,614.46	-\$16,277.20	-95.75%	
47	21.000.0000.00.550	PRINTING	\$ 16,850.00		\$16,850.00	\$6,310.11	\$960.00	\$9,579.89	56.85%	
48	21.000.0000.00.561	TUITION	\$1,774,341.00		\$1,774,341.00	\$969,737.94	\$656,219.53	\$148,383.53	8.36%	
49	21.000.0000.00.580	MILEAGE	\$93,130.00		\$93,130.00	\$40,560.17	\$8,855.33	\$43,714.50	46.94%	
50	21.000.0000.00.590	MISC PURCH SERV	\$15,000.00		\$15,000.00	\$9,068.47		\$5,931.53	39.54%	
51										
52	21.000.0000.00.622	ELECTRICITY	\$433,800.00		\$433,800.00	\$279,829.87	\$140,027.78	\$13,942.35	3.21%	
53	21.000.0000.00.623	BOTTLED GAS	\$11,700.00		\$11,700.00	\$5,681.98	\$6,443.02	-\$425.00	-3.63%	
54	21.000.0000.00.624	FUEL OIL	\$344,843.00		\$344,843.00	\$142,231.18	\$200,000.00	\$2,611.82	0.76%	
55	21.000.0000.00.656	PROPANE / GASOLINE	\$238,000.00		\$238,000.00	\$121,559.49	\$106,101.20	\$10,339.31	4.34%	
56										
57	21.000.0000.00.610	SUPPLIES	\$768,880.00		\$768,880.00	\$509,698.28	\$188,365.57	\$70,816.15	9.21%	
58	21.000.0000.00.640	BOOKS	\$ 75,103.00		\$75,103.00	\$44,143.39	\$23,787.80	\$7,171.81	9.55%	
59	21.000.0000.00.641	PERIODICALS	\$21,310.00		\$21,310.00	\$16,182.81	\$666.53	\$4,460.66	20.93%	

2015-2016 Expense Report							
2-Mar-16							
Account Number	Description	2015-2016 Budget	2015-2016 Transfers	2015-2016 Adjusted Budget	2015-2016 Expense	2015-2016 Encumbered	Balance
Line #							Includes Approved Transfers
							Account Notes
60	21.000.0000.00.649	OTHER INFO SOURCES	\$ 4,125.00	\$4,125.00	\$1,995.84	\$799.86	\$1,329.30 32.23%
61	21.000.0000.00.650	SOFTWARE SUPPORT	\$209,145.00	\$209,145.00	\$158,500.54	\$8,540.15	\$42,104.31 20.13%
62	21.000.0000.00.733	NEW FURNITURE	\$ 1,600.00	\$1,600.00	\$89.98		\$1,510.02 94.38%
63	21.000.0000.00.734	OTHER EQUIPMENT	\$ 0.00	\$0.00			\$0.00
64	21.000.0000.00.737	REPL FURNITURE	\$13,500.00	\$13,500.00	\$6,790.01	\$500.00	\$6,209.99 46.00%
65	21.000.0000.00.738	REPL EQUIPMENT	\$271,147.00	\$13,000.00	\$284,147.00	\$17,961.04	-\$10,119.19 -3.56% See Transfer Request
66	21.000.0000.00.739	NEW EQUIPMENT	\$ 7,800.00	\$ 25,000.00	\$32,800.00	\$64,660.59	\$22,083.24 -164.46% CR Request in process & PYE
67							
68	21.000.0000.00.810	DUES & FEES	\$152,360.00	\$152,360.00	\$122,056.96	\$11,139.05	\$19,163.99 12.58%
69	21.000.0000.00.830	DEBT SERVICE INTEREST	\$109,756.00	\$109,756.00	\$109,755.00		\$1.00 0.00%
70	21.000.0000.00.890	MISCELLANEOUS	\$ 45,350.00	\$45,350.00	\$19,691.60	\$8,780.00	\$16,878.40 37.22%
71	21.000.0000.00.910	DEBT SERVICE PRINCIPAL	\$360,000.00	\$360,000.00	\$360,000.00		\$0.00 0.00%
		TRANS TO TRUST FUNDS		\$0.00			\$0.00 #DIV/0!
72		TOTAL	\$42,951,575.00	\$748,000.00	\$43,699,575.00	\$26,605,384.57	\$14,894,789.83 \$2,199,400.60
73		PY ENCUMBRANCES	\$1,031,709.00	-\$748,000.00	\$283,709.00	\$15,302.16	\$268,406.84
74		Unreserved Fund Balance				\$500,000.00	-\$500,000.00
75		Total	\$43,983,284.00	\$ 0.00	\$43,983,284.00	\$26,620,686.73	\$15,394,789.83 \$ 1,967,807.44 4.47%



February Transfer Requests

From	Account	Amount	To	Account	Amount	Reason
Line 1	110	\$25,000.00	Line 3	112	\$25,000.00	Board approved wage changes
Line 1	110	\$27,200.00	Line 2	111	\$27,200.00	Additional Paras - student driven
Line 11	211	\$500,000.00	Line 74		\$500,000.00	Encumber health surplus for unreserved fund balance
Line 73	PYE	\$20,665.00	Line 65	738	\$20,665.00	CVHS PY Purchase Orders
Line 73	PYE	\$6,000.00	Line 432	432	\$6,000.00	PY Purchase Orders
		\$578,865.00			\$578,865.00	



February 24, 2016

Tim Grossi  
Contoocook Valley Regional School District  
106 Hancock Rd.  
Peterborough, NH 03458

Re: Con-Val HS Partial Roof Replacement (Approx. 42,420 sf)

Tim,

Per your request Mayo Roofing, Inc. proposes to furnish labor, material and equipment required to install a new roof system on part of the high school as follows:

1. Owner responsible to confirm new roof system assembly being requested and proposed will meet local building department's approval. Any engineering or testing if required by owner.
2. Issue owner certificate of insurance for this project.
3. Register project with Carlisle Syn-Tec for design review and warranty information.
4. Set up site and conduct work within current OSHA guidelines.
5. Remove existing stone ballast by means of industrial power vacuum.
6. Remove existing rubber membrane system and top layer of insulation board leaving sublayers in place. Please Note: Upper roof area: remove existing  $\frac{3}{4}$ " fiberglass insulation board leaving below asphalt roof system and insulation in place. Lower roof area: remove existing  $\frac{1}{2}$ " wood fiberboard insulation leaving below insulation in place (no asphalt roof system on lower roof area).
7. Over existing material to remain install a single layer of 2" poly iso (R 11.4) rigid insulation board mechanically attached to deck.
8. Install a Carlisle Sure Seal fully adhered roof system using 60 mil EPDM (rubber) membrane per manufacturer's specifications.
9. Flash all perimeter parapet wall with full coverage over top to outer edge.
10. At perimeter parapet install shop fabricated 040 aluminum edge metal with continuous hook strip.
11. Flash all edge metal, base wall, curbs, pipes, service lines and drains per manufacturer's specifications. Please Note: Existing drains to be reused as possible.
12. Remove all job related equipment and debris from site.
13. Schedule a Carlisle field technician to inspect for warranty.
14. Issue owner a Carlisle 20 year material, labor warranty.

Cost for the above scope of work: \$242,000.



Please Note:

- Should any wet or deteriorated insulation be found, material would be removed and replaced with poly iso rigid insulation and charged on a time and material basis.
- Proper size insulation fasteners to be used to the nearest available length. Precautions will be taken as possible (within reason) to locate interior conduit or cables. In the event a line is accidentally hit the cost of repair would be by owner.
- Existing roof drain assemblies to be reused. Should any drains require replacement or retrofits this would be performed and charged at additional cost.
- Above pricing valid for 30 days.

Terms: Invoice at start for mobilization, material delivered to site and stone removal. Following progress invoicing at month's end and at completion. All payments due within 30 days on invoice.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Lawrence B. Matott  
Mayo Roofing, Inc.  
President

\_\_\_\_\_  
Authorized Signature of Acceptance

\_\_\_\_\_  
Date

LBM/jb

the **MELANSON** company, inc.

ROOFING DIVISION with offices in Keene, NH, Bow, NH and Williston, VT

353 West Street - PO Box 523, Keene, NH 03431 \* (603) 352-4232 \* Fax (603) 352-5375  
www.melanson.com

SINCE 1932



December 28, 2015

Contoocook Valley School District  
106 Hancock Road  
Peterborough, NH 03458

Attention: Tim Grossi

Reference: Reroofing at the Conval Regional High School  
The 1969 Section - One and Two Story Areas

Dear Mr. Grossi,

In accordance with your request we have examined the above referenced project and offer the following re-roof specifications for your consideration.

**Replacement of Ballasted Membrane Roof Areas – approximately 42,300 total sq. ft.**

1. All work would be performed safely and in accordance with Guidelines as set forth by OSHA.
2. The existing stone ballast would be removed by vacuum method and disposed of.
3. The existing roof membrane would be cut free from all penetrations, abutting walls and the perimeter edge and disposed of. Please note the existing insulation would remain. (the cost to replace any deteriorated and or wet insulation if encountered would be additional)
4. The existing perimeter edge metal would also be removed and disposed of.
5. New Kiln Dried wood blocking would be installed at the outside perimeter matching the thickness of the new insulation.
6. The existing insulations would be covered with new 2 inch thick isocyanurate insulation having an LTTR value of 11.4. This increases the Total R-value to approximately 28.8.
7. The insulation would be mechanically attached to the steel deck with screws and metal discs.
8. The insulation would be covered with .060 inch thick EPDM rubber membrane set in adhesive.
9. All existing penetrations would be re-flashed to the new membrane roof system in strict accordance with the manufacturer's standard details.
10. The outside perimeter edge would be covered with a new .040 inch thick aluminum, shop fabricated metal fascia.
11. Upon completion of the new membrane roofing system, we would provide our own Two Year Water-tightness and the manufacturer's standard twenty (20) year labor and material warranties.

**The cost to perform the work in accordance with the above outlined general specifications would be as Follows;**

**One Story Area ----- \$119,500.00**

**Two Story Area ----- \$117,000.00**

Our proposal is based on the premise that we would be given free access to a work area large enough to encompass our trucks, dumpsters, miscellaneous equipment and materials. All other vehicular and pedestrian traffic would be restricted from this area during the re-roofing process.

Any deteriorated roof decks, blocking, structural framing members, and/or other substrates discovered during the course of all roof replacement operations, and/or tie-in transition details, would be repaired and/or replaced at additional cost(s).

The process of roof demolition can sometimes create and disturb debris causing it to fall through roof deck joints and from the top of framing members. If not protected by a ceiling, interior finishes and contents can be affected. If there appears to be some risk in this particular project, we recommend that some form of protection be installed. If you need any assistance with this, please let us know.

If there are any pipes or stacks that have been disconnected from below yet the exterior portion is still extending through the roof, please inform us of their location. Partially dismantled pipes can easily fall through the roof deck hole when loosened during roof demolition. This occurrence can be very dangerous to occupants and the building interior.

If there are any intake fans or other rooftop devices that may allow fumes from adhesives, bituminous products, membranes, or welding processes, etc. to enter the building, there should be further discussion to help determine if control measures of any kind should be implemented

We have found that buildings occasionally have mechanical lines (usually electrical) nested into the ribs of a steel deck or tightly against the underside of other decks. This condition can pose a risk for accidental penetration by roof system fasteners. The cost involved in avoiding any line punctures can be excessive. While we would make reasonable attempts to avoid hitting any lines, the cost resulting from accidental penetration would be the responsibility of others.

The above proposal is based on information gathered during our visual observation and/or contributed by the building owner. If there are any additional factors such as condensation, ventilation problems or other situations that may affect the functionality of

this roof, we should be informed so that we are better able to assist you with the selection of a roofing specification that is most suitable for your building.

We would take reasonable precautions to keep construction traffic damage to the lawn/pavement to a minimum. Any such repairs that did become necessary would involve additional charges or be the responsibility of others.

Any existing rooftop equipment, scheduled to remain, which may require mechanical and/or electrical disconnection, removal, disposal, and/or reconnection, due to this re-roofing operation, would be performed by the owner and/or other trades.

If it does not appear that an existing roof drain is suitable for re-flashing to a new roof membrane, there are usually two options. The best option involves installing a new drain; that would require the services of a plumber for connecting to the drain line. This work could be warranted for two (2) years. However the cost may be higher, especially if access issues exist. The other option involves the use of expansion style drain inserts. These may be less expensive but cannot be warranted and will reduce the diameter of the existing drain.

This proposal includes roof design changes that may increase snow and/or rainwater loads. As we are not engineers, we would only proceed with the proposed work on the condition that the building structure has been certified by a professional engineer to be capable of incorporating the proposed new roof system changes.

If you have any questions on any of the above, please do not hesitate to contact us.

We carry Workmen's Compensation, Property Damage and Public Liability Insurance.

If you would like to proceed with the work as outlined above, please sign this letter where indicated below and return one copy to our office.


Thank you for giving us the opportunity to quote this project.

Very truly yours,

The Melanson Company, Inc.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

  
Steve Marazoff  
Vice President