

**Middlebrook and Booth Hill Elementary School Roof Building Committee Meeting**  
**January 10, 2024**  
**Long Hill Conference Room**  
**7:15 pm**

Present: Chairman Patricia Borghesan, Joanne Glasser Orenstein, Michael Ward, Joy Colon and Tony Scinto

Absent: Chris Bandecchi, Steven Cahill and Lynn Salta

Also Present: Dan Martin, Assistant Finance Director; Dave Cote, TPS Director of Operations; Kevin Bova, Director of Purchasing, Attorney James Nugent

The meeting was called to order at 7:26 pm followed by the Pledge of Allegiance and Roll Call.

**Past Minutes**

**Motion was made by Ms. Colon to approve the minutes of November 15, 2023. Seconded by Mr. Ward. Approved with one abstention from Ms. Colon.**

**Middlebrook Elementary School Roof Project**

**Financials**

Ms. Borghesan noted the project is finished. All architect and roof contractor fees have been paid. The two percent withheld until total completion of the project has been paid. Funding from the State is expected. Need to reach out to them for reimbursement. A total of \$204,619.18 remains in the funding authorization. Discussion was held regarding the possible use of the remaining funds. Mr. Martin explained ten percent of the funds could be transferred to another project within the funding authorization of 2021. It would be an automatic transfer on request of the BOE with no additional approvals. Any unused funding would be closed out.

Mr. Cote noted they are meeting with a consultant from CT Green Bank regarding solar. The BOE did apply to the State for solar funding but did not receive an award in January. This meeting will provide them with a different perspective and options. Mr. Martin reminded the Committee that the remaining funding from the project cannot be used for solar since it was not part of the original funding authorization in 2021. Ms. Borghesan noted the issue with solar from the State's point of view, in order to maintain the warranty of the roof, it has to be completed within one year after the completion of the project. Discussion was held regarding ownership of the panels and who monitors them in the event they break. Mr. Cote noted they currently have five schools with solar with minimal problems. They were through a power

purchase agreement with the State, where a developer maintains the panels. That option is no longer available.

Discussion was held regarding the use of the remaining funding for solar and what type of process would the Board of Education need to go through to access the funding. Could the funding authorization be amended. Mr. Martin noted it is not in any current funding authorization and the BOE would need to hire the consultant with their funding. Mr. Cote asked if there was a process where the Council could add to the authorization to do solar. Mr. Martin was unsure if they could open a resolution that was that old and noted he had never seen an amendment done. Mr. Cote noted the State is taking steps to include solar up to one year after the roof projects are completed so they feel it is important.

The Middlebrook Elementary School Roof Project portion of the meeting closed at 7:41 pm.

### **Booth Hill Elementary School Roof Project**

#### **Financials**

Financials did not include the funding authorization that was approved by the Town Council at their last meeting for \$1.75 million. Mr. Martin noted this will be effective January 24, 2024.

#### **Update on the Project Status**

Mr. Cote noted they have a Plan Completion Review on January 31, 2024. Unless there are unforeseen issues, they should receive permission to go to bid. The drawings and specs have been submitted to the Building Department and Fire Marshall's office. Signatures have been obtained and the document sent to the Health Department for their approval. The BOE approved them last night at their meeting. Mr. Cote noted the only unique portion of the roof is the hexagonal area of pitches and valleys which has been addressed very well in the drawings.

**Motion was made by Mr. Ward to approve the final plans and project manual along with the cost estimates for the Booth Hill Elementary School Roof Project. Seconded by Ms. Colon and approved by unanimous consent.**

Mr. Cote noted, if approved, it should allow bids to be prepared and out by the end of February which will align the project with a summer start. Mr. Bova stated the bids may be out for three to four weeks due to the size of the project with award at the end of March. Silktown is an on-call contractor for the Town and is aware of the project. Supplies are no longer a problem.

Ms. Colon noted the Town Council can amend a resolution at any point. If we want to move forward with solar, it can be done.

**Antinozzi Associates Invoice**

Invoice #971844260 for Construction Documents in the amount of \$3,980. **Motion was made by Ms. Glasser Orenstein to approve the invoice. Seconded by Mr. Ward.** Mr. Cote noted the Construction Documents are final. Some funding remains in the line item for this contract. **Approved by unanimous consent.**

Ms. Borghesan questioned the HVAC funding. Mr. Cote noted the application was submitted and they received an acknowledgement but there is no indication of the status. He is confident of the completeness of the application.

**Next Meeting**

Tuesday, February 6, 2024 at 7:30 pm.

**Adjournment**

**There being no further business, motion was made by Ms. Glasser Orenstein to adjourn the meeting at 7:56 am. Seconded by Mr. Ward and approved by unanimous consent.**

Respectfully submitted,

Barbara Crandall  
Clerk