

Middlebrook Elementary School Roof Building Committee Virtual Meeting
February 15, 2022
7:00 pm.

Present: Chairman Patricia Borghesan, Michael Ward, Tony Scinto, Lynne Salta, Mark Hoffman, Robert Christiani, Steven Cahill and Joy Colon

Absent: Chris Bandecchi

Also Present: Dave Cote, BOE; Cindy Katske, Chief Administrative Officer; Dawn Cantafio, Town Council; Dan Martin, Assistant Finance Director; Kevin Bova, Directory of Purchasing; Town Attorney James Nugent and Paul Lisi, Antinozzi Associates

The meeting was called to order at 7:00 pm by Ms. Borghesan followed by the Pledge of Allegiance. Roll Call was taken by the clerk.

Past Minutes

Ms. Borghesan noted two changes to the December 8, 2021 meeting minutes. First was to correct the spelling of Mr. Cote's name and second, under Town Council Updates, sentence should read "Joy Colon was appointed as a representative from the Town Council." Motion was made by Mr. Ward to amend the minutes as noted. Seconded by Mr. Cahill. Motion was made by Mr. Ward to approve the minutes of December 8, 2021 as amended. Seconded by Ms. Salta and approved by unanimous consent.

Financial Report

Mr. Martin provided to the Committee a financial update for the project. He noted there is \$1,598,000 available in the fund from the initial authorization. He recommended the Committee consider holding back 10% for owner's costs/contingencies. Ms. Borghesan noted additional information will be forthcoming which may change the overall project and she would like to wait on making any decision on this recommendation until that information has been discussed.

Introduction of New Committee Members

Mr. Chris Bandecchi was not in attendance.

Approval of Antinozzi Invoice

Ms. Borghesan noted the invoice amount of \$2,733.33 was for additional services in conjunction with the State review process. Motion was made by Mr. Hoffman to approve the invoice. Seconded by Mr. Cahill and approved by unanimous consent. The invoice will be forwarded to Mr. Martin for processing.

Update on Project Status

Ms. Borghesan noted they received a letter of acceptance of the application on January 11. Mr. Cote requested a Plan Review Meeting which was held on February 2. In attendance were Mr. Cote, Mr. Hendrickson, Mr. Lisi and Ms. Borghesan. This was a very thorough review of the application by the State and, subsequently, they received approval on February 9 and a project number. After receipt of

the approval letter, they have two years to complete the project. If the costs for the project comes in over 10% of the amount originally budgeted and approved by the State, they will need to submit a new budget to the State to continue. Mr. Cote spoke on the review done at the meeting and noted minor revisions, as suggested, were submitted prior to receiving approval.

Discussion was held regarding the availability of materials and the timing of placing the project out to bid. Mr. Lisi noted everything is ready to go out to bid but the Town and Committee needs to make a decision as to when this is done. The State is very concerned about the cost of doing such a project at this time and there is a concern about delay of materials. The project may need to be delayed another year. Three suggestions were made:

1. Put it out to bid from a timing and budget point of view
2. Put it out to bid for next year and hope the prices go down, perhaps bid in the summer or fall
3. Put it out to bid and, if the prices come in over budget, perhaps the Town could make up the difference

Question was posed if the State would deny the project should the costs come in over the 10% window. It was reiterated the Committee would need to resubmit a budget to the State. The Town cannot cover the overage due to the audit function of the State.

Mr. Scinto shared his concern about not putting the project out to bid and suggested the Committee move forward with the bid and see what it brings.

Ms. Colon questioned if a statement could be put into the bid, considering COVID implications, requesting a reduction of price should the prices be reduced when the actual project begins. Mr. Bova noted this would not be something they would do and explained the bid process. He felt there was not an issue with roofing materials as other town projects have not had a problem and was confident in going out to bid at this time. Mr. Bova briefly described how CHRO works noting that 25% of the project is awarded to small businesses and 25% of that percentage goes to minority or diversified businesses.

After further discussion by those present, it was agreed to move forward with the project. Ms. Borghesan entertained a motion to request the Town Purchasing Department to issue a request for bids for the school roof project. Motion was made by Ms. Salta to have the Town put out the bid for the new roof on Middlebrooks School. Seconded by Mr. Ward and approved by unanimous consent.

Scope of Work for the Committee Going Forward

Mr. Bova discussed the timing for the bid process noting he would get information from Mr. Cote and Mr. Lisi to be included in the bid package. Bid will be put out and a pre-bid meeting will be held. Bids should be back in three weeks. Mr. Bova, Mr. Lisi and Mr. Cote will conduct a scope review of the bids and make recommendations. The bids will be given to the Committee for evaluation and a meeting will be scheduled for discussion. Award could be made the first week in April. Last day of school was discussed. Mr. Lisi was confident they could begin the project at that time if all goes according to schedule. It was felt they would have substantial completion before students return to school in the fall.

Mr. Lisi recommended, because of the tight schedule, that the bid return be in two weeks. It was agreed to send the bids out this week with a pre-bid meeting next Tuesday and bid submission on March 9. Four to ten bids are expected to be received. Purchasing is familiar with most of the contractors that would submit bids.

Next Meeting

It was agreed to schedule an in-person meeting on Monday, March 14, 2022 at 7:00 pm.

Adjournment

There being no further business, motion was made by Mr. Cahill to adjourn the meeting at 7:40 pm. Seconded by Mr. Ward and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk