

Middlebrook Elementary School Roof Building Committee Virtual Meeting
April 20, 2021
7:00 pm.

Present: Chairman Vincent DeGennaro, Vice Chairman Pat Borghesan, Michael Ward, Robert Christiani (entered at 7:20 pm), Steven Cahill and Tony Scinto

Also Present: Town Attorney Jim Nugent, Kevin Bova, Director of Purchasing, Scot Kerr, BOE, John Morello, BOE, Cindy Katske, Chief Administrative Officer, Dawn Cantafio, Town Council, Dan Martin, Assistant Finance Director and Paul Lisi, Antinozzi Associates

Absent: Mark Hoffman

The meeting was called to order at 7:02 pm by the Chairman followed by the Pledge of Allegiance.

Past Minutes

Motion was made by Ms. Borghesan to approve the minutes of March 31, 2021 as written. Seconded by Mr. Ward. Approved as written by unanimous consent.

Approval of Architectural Vendor by Town Council – May Meeting

Mr. DeGennaro noted the Town Council will vote to approve the funding for the architectural work on May 3. A sub-committee will meet on April 26 to discuss this project regarding the vendor selection. Mr. DeGennaro, as chairman of the Building Committee, will present the information but all the committee members are welcome to attend.

Architectural RFP Update

Mr. Lisi thanked the committee for selecting Antinozzi to work on the project. Over 30% of the work on the RFP has been completed

The following was discussed by Mr. Lisi with the committee:

1. Targeting the first week in May to put the project out to bid. Bid will be out for approximately three weeks.
2. A contractor will be in place by early June.
3. There is a three to four week lag time on materials which will put them in July to start the project with two months to complete. Mr. Lisi felt this was an adequate amount of time. Discussion was held regarding staff and students returning to school in August. Mr. Lisi noted that at the end of the project, there would only be punch list items to be completed that should not interfere with school activities. The first day of school will be confirmed and the contractor will work towards that date for completion. Suggested liquidating damages to keep them on target. Mr. Bova noted the BOE is on board with the possibility of being remote until the project is completed but he felt the project would be nearly complete by that time.
4. Suggestion was made to install a 20 year/60 mil roof instead of a 30 year/90 mil roof. It was felt this made the most sense as the latter is more expensive and not as common. However, it could be in the RFP as an alternate selection. Discussion. Mr. Morello noted the new roof on Hillcrest Middle School and others replaced in the past have been 20 year roofs.

5. Recommendation was made for an EPDM roof. This is single-ply rubber roofing material and is the most common to be installed. Hillcrest has this type of roofing material.
6. Recommendation was made for a black roof instead of white. Temperature variations were discussed and it was agreed to proceed with black.
7. Solar panel installation in the future should be considered. Recommended the committee consider placing a cover board below the membrane so the roof is ready for installation of panels should that be an option in the future. This would be an up-charge of \$40-50,000 and would also be good protection for the roof for general traffic. This recommendation can be added as an alternate.
8. There are mechanicals on the roof which will need to be removed for the project.
9. Mrs. Katske questioned the speed of moving forward with the project and if the BOE is considering State reimbursement. Mr. Nugent noted proposals from the contractors need to include a commitment to complete the project on time but if this is not possible, that would indicate they are unsure they would be able to complete on time. Discussion was held regarding material acquisition, timeline for the project and whether penalties should be considered. Mr. Lisi noted there will be delays in material acquisition but he has factored this into his proposal.
10. A budget will be developed so that decisions can be made moving forward.
11. Insulation will be brought up to code. Tapered insulation and increase of the R value was discussed as an additional cost. A budgetary decision will need to be made as to the extent of the insulation beyond minimum because with a re-roofing project, it is not required to add the extra insulation as discussed.
12. Recommended over flow drains be installed which would protect against any failure of the drainage system currently used. These are required by 2021 code for new construction. Installation process was discussed which included intrusion into the school proper as the existing drains are in the center of the roof instead of at the edges. Scuppers would not be appropriate in this project. Mr. Lisi would like to bring the building as close to code as possible and will include this cost in his budget. Mr. Lisi did not think scoping existing drain lines was necessary as he does not anticipate problems. Mr. Morello noted some problems do currently exist within the building due to drainage issues. Mr. Bova suggested this be placed in the bid because of failures now. Mr. Kerr noted it would be important to include these drains in the project and should be addressed unless it cannot be done financially. Interior work needs to be the responsibility of the contractor not school personnel.
13. Recommended the chimney and cap be replaced as part of the project as other masonry work will be done within the project. Mr. Morello noted this work cannot be done with in-house maintenance personnel and would need to be contracted out. Discussion was held regarding identifying abandoned units on the roof which will require removal. Mr. Morello will provide this information. Mr. DeGennaro noted the chimney repair is out of scope of the project and Mr. Morello will need to have a mason review this work and provide a proposal. Mrs. Borghesan felt this issue needs to be addressed at this time while the roof is being replaced. Mr. Martin noted the BOE would need to present from their side. They maintain the buildings and this would be part of their operations. Although it is prudent to do it now, the bond authorization does not include a project of this type. The BOE would need to finance this repair. This will be placed on the BOE agenda for discussion.

14. Recommended six skylights be replaced as they leak. Mr. Bova recommended their replacement as to not negate the warrantee of the roof. Discussion was held regarding the skylights as part of the roof system and the chimney replacement. Mrs. Borghesan questioned if the chimney is inspected. It was noted the equipment running through the chimney is inspected yearly but not necessarily the chimney itself.
15. Recommended having roof cuts inspected for asbestos which have already been taken. This would be part of the fee and will be included in the specifications. They would like to confirm before the project is started to avoid any delays.

Mr. Nugent advised the committee to be cognizant of the spending limits within the bond authorization and that some items should be added as alternates to remain within budget limits. Total budget for the project is \$1,725,000.

Mrs. Cantafio questioned if there was a problem with putting out the RFP before the Town Council vote to accept the architect. Mr. Nugent noted ideally the architect should be approved first but it is not legally a problem to continue.

Discussion was held regarding the timing of the Town Council vote, RFP release and publication. Mr. Bova recommended a committee meeting immediately after the bid opening.

It was agreed to schedule a meeting of the committee for Wednesday, April 28 at 7:00 pm to review the budget and other information compiled by Mr. Lisi for the project.

Adjournment

Motion was made by Mrs. Borghesan to adjourn the meeting at 8:02 pm. Seconded by Mr. Ward and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk