Hillcrest Middle School
Building Committee

TOWN OF TRUMBULL
CONNECTICUT

Town Hall
5866 Main Street
Trumbull, Connecticut 06611

Hillcrest Middle School Building Committee
June 9, 2026
7:00 pm
Council Chambers, Trumbull Town Hall

Present: Joseph Costa, Jeff Alterman, Bill Mecca, Bob Gerbert, Fran Basbagill, J.C. Cinelli, John Morello and Ann Sather

Absent: Andrew Lubin

Also Present: Robert Tencza, Arcadis; John Butkus, Arcadis; Gregory Raucci, Bismark Construction; Ron Rossomondo, Bismark Project Manager; Michael Scott, TSKP; Town Attorney James Nugent; Kevin Dion, BOE, Director of Facilities

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

Past Minutes
Ms. Sather motioned to approve the minutes of May 12, 2026 as written; seconded by Ms. Basbagill. Approved with abstention from Mr. Morello.

Public Comment
No public comment.

Review and Approval of Invoices
Mr. Tencza presented two invoices for approval; one for record:

1. The first invoice was the $2,000 fee to CT DEEP for the Storm Water Permit. Due to the timing, the Town paid the invoice and it is presented here for record.
2. Arcadis Invoice #36131260 in the amount of $15,400 for the month of May.
3. TKSP Invoice #250501-12 for architectural services through May in the amount of $344,500 for 80% of Construction Documents. Documents are out being costed and 80% is appropriate at this time.

Ms. Basbagill motioned the Building Committee approve the invoice in the amount of $2,000 for CT DEEP for record only and invoices in the total amount of $359,900 for processing; seconded by Ms. Sather and approved unanimously.

New Business

Architect's Project Update – TSKP

Mr. Scott noted the following:

1. Attended meetings with Mr. Dion and his staff to verify a few items in the building.
2. Issued 100% Construction Documents that are being estimated by Bismark and the estimator.
3. Currently assembling the other PCR documents required for Phase 2 approval while awaiting the cost estimates and the other review comments to be received.

OPM's Project Update

Mr. Tencza noted the following:

1. Received the OGA approval letter for Phase 1 and going out to bid on June 11.
2. Material Testing Services RFP results have been received and looking for a selection at this meeting.
3. Working on Phase 2 documents.
4. Third party consultants - structural review submitted their initial report on June 8; expecting the third party code review June 10 and commissioning agent review is expected on June 12. This will coincide with the reconciliation period and over the next weeks the comments will be incorporated into the documents. The consultants will conduct an additional check to make sure they are satisfied with the responses. Structural review continues through the construction period; code reviewer services will be completed; commissioning agent will remain after completion of the building.

(Costa) – estimate due. (Tencza) – estimate due this week with reconciliation with Bismark on June 15.

5. 90 Day Look Ahead –
    a. June - going out to bid for Phase 1 this month; looking to approve at the next meeting Phase 2 documents to be presented at the OGA PCR; scheduled a special meeting of the BOE on June 29.
    b. July - approval to proceed with Bismark's contract increase; OGA PCR is scheduled for July 7, should receive approval within three weeks; OSTA and utility approvals were received so it will only be their own documents for submission. Going out for bid at the end of July for Phase 2.
    c. August – bidding and scope reviews; receiving permit.
    d. September – looking for Phase 2 approval for the GMP at the September 8 meeting.
6. Schedule was reviewed. (Costa) – ground breaking Phase 2 mid-September (Tencza) – should start approximately two weeks after Building Committee approval.
7. Financials were reviewed. Have not received the first reimbursement from OGA. Mr. Butkus noted they are only speaking with the Superintendent's office at this time. Dr. Semmel did follow up with them. It is now a three-step approval process that significantly delays the payment. Dr. Semmel continues to check on the process. (Mecca) – would it make any difference if the elected officials were included. (Butkus) – would prefer to receive the first payment and if they answer the questions presented to them. This might be considered in the future, if necessary. Owner Contingency is just over $8 million.
8. RFP for Materials Testing came back; almost all bids were below budget. Lowest bidder was Tri State Material Testing at $124,853; highest bid was almost $270,000. Discussion was held with

TSKP, Bismark and Special Inspection Coordinator and they have all worked with Tri State. They have qualified inspectors. Team will make sure they meet the requirements of the Statement of Special Inspections. The recommendation is Tri State as the lowest, responsible bidder. Mr. Butkus noted the numbers were based on assumed quantities of the various types of tests. The actual needs of the project will vary as it proceeds. Asking to approve an initial Purchase Order value that will get them started and as the project moves along, it will be reassessed as to where it needs to be supplemented.

9. Discussion was held regarding MultiVista for video recording services. It was deferred until the hiring of consultants was completed; the budget is doing well in the consultant line and could be entertained at this time. Services available are ala carte. Approximately $140,000-$150,000 with the web cam. Discussion held regarding the use of the BOE IT Department for these services; web cam is not State reimbursable. The construction progression gives multiple views throughout the building and is a facilities management tool. Mr. Tencza will provide pricing, excluding the web cam. (Alterman) – does the webcam benefit Arcadis and Bismark or just nice to have. (Tencza) – web cam gives the time lapse video that can be viewed by the community and nice to have at the end; is not necessarily of value to the Facilities Department.

<u>Construction Manager Update</u>

Mr. Rossomondo noted the following:

1. Working diligently on the Phase 1 package; going out to bid June 11; advertising from June 11 through June 14. Reached out to Purchase Department regarding their postings.
2. On schedule to place a trailer on site on June 15. Spoke with BOE and Facilities personnel for the placement; have issued for permit, should be approved by the end of the week. Some onsite work needs to be completed for temporary power, trailer location.
3. Continue to meet with the structural design team, Michael Horton, and third party consultant RAM for the steel drafting. Reviewing items and identifying any conflicts before bids.
4. Estimating team has been working with TSKP and Arcadis for Phase 1 and Phase 2.
5. Working on a Phase 1 schedule; once the sub-contractor partners are on board, they will work with them to make sure everyone is in agreement.
6. Approximately 25 packages being worked on for the Phase 2 bids; July 7 is the PCR meeting with bids going out shortly after that date. Bids going out July 11; July 18 is a non-mandatory walk through with potential bidders at the site. Everyone is welcome.
7. Phase 1 bids due July 2 with opening at 2 pm.

(Costa) – have there been meetings to discuss safety with first responders and BOE. (Rossomondo) – meetings have been held to discuss safety concerns with all parties including Town Departments; will continue to have meetings throughout the project. Once construction begins, the third party consultant site safety manager will be on site bi-weekly or more. They have a safety plan that is given to the sub-contractors; sub-contractors also have their own plans in place. There will be on-going safety meetings. Quality control is also covered. (Costa) – estimate for Phase 1 construction costs. (Rossomondo) – approximately $15 million for Phase 1, including site work and fencing. (Raucci) – will have background screening for all personnel on site.

Authorization to Execute Russell and Dawson Contract
Mr. Nugent noted the services were approved; Finance Director already signed the contract; needs Building Committee approval and signature. **Mr. Mecca motioned to approve the contract for Russell and Dawson; seconded by Mr. Cinelli and approved unanimously.**

Actions/Approval of Building Committee
Mr. Cinelli motioned to approve the contract for Tri State Material Testing for $124,853; seconded by Mr. Alterman. Mr. Costa reiterated this is a place holder amount, actual amount would change as they conduct testing. **Approved unanimously.**

Next Meeting
June 23, 2026. Meetings will be held as scheduled through the summer; once construction has started, the Committee will decide on frequency of meetings.

Adjournment
There being no further business, Ms. Basbagill motioned to adjourn the meeting at 7:35 pm; seconded by Ms. Sather and approved.

Respectfully submitted,

Barbara Crandall
Clerk