Hillcrest Middle School
Building Committee

TOWN OF TRUMBULL
CONNECTICUT

Town Hall
5866 Main Street
Trumbull, Connecticut 06611

Hillcrest Middle School Building Committee
July 28, 2026
7:00 pm
Council Chambers, Trumbull Town Hall

Present: Joseph Costa, Jeff Alterman, Andrew Lubin, Bill Mecca, Bob Gerbert and J. C. Cinelli

Absent: John Morello, Ann Sather and Fran Basbagill

Also Present: John Butkus, Arcadis; Robert Tencza, Arcadis; Gregory Raucci, Bismark Construction; Lisa Lobuono, Assistant Director of Finance and Brian Rickert, Hillcrest Middle School Principal

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

Past Minutes
Mr. Gerbert motioned to approve the minutes of July 14, 2026 as written; seconded by Mr. Lubin. Mr. Costa made the following amendment – Page 4; second paragraph – Remove "No concerns were found with either group. Scope review completed." Add – "Richard's bid did not include scope for Alternate #7. Committee opted to include cost of Alternate #7 in this phase rather than waiting until Phase 2 bidding." **Mr. Cinelli motioned to approve the minutes as amended; seconded by Mr. Gerbert. Approved unanimously.**

Public Comment
No public comment.

Review and Approval of Invoices
No invoices for approval.

New Business
Architect's Project Update – TSKP
No update.

OPM's Project Update
Mr. Tencza noted the following:

1. Phase 2 OGA and Third Party Consultants – as noted at the last meeting, there was a delay with the Code Review Consultant. The final review was submitted on July 24; TSKP has addressed all the comments and will be issuing the responses July 29. A meeting has been scheduled with the consultant, TSKP and local AHJs to review the report to close out items and obtain needed signoffs.
2. Updated quotes were received from Multivista for the two options discussed at the last meeting.
3. Look ahead schedule – August – Phase 1 start of construction next week; Phase 2 advertise for bid; Phase 2 scope reviews; Phase 2 building permit. September – Phase 2 HMSBC Approval on recommended packages; Phase 2 start of construction.
4. Reviewed the revised schedule; looking to obtain signoffs and PCR letter before August 7; this would allow bids to be advertised. Looking for approval by the Committee by September 29. With this approval, it would increase Bismark's contract for Phase 2.

Discussion was held regarding the deadline for Phase 2 bids (September 4); scope reviews are given two weeks. September 22 meeting would include all bids and alternates for review with a potential virtual meeting on September 29 to review Bismark's GMP cost amendment. Per agreement, Attorney Nugent, the Building Committee and Mrs. Pires as the signatory for the Town, can approve any future contracts without having to go before the Town Council.

5. Multivista updated the pricing on the two packages. Option 1 includes exterior photos for Phase 1 only; interior photos of the underground, in-wall, above ceiling and general progression photos of the building only. There was a small increase from the previous quote from six months ago from $80,000 to $89,900. Months of duration also extended explaining some of the increase (from 18 to 20 months). Option 2 includes site photos for the duration of the project with a quote of $104,400. Discussion. It was felt Option 1 would be the best value. This cost is reimbursable by the State; webcam services are not. **Mr. Lubin motioned to accept Option 1 for $89,900; seconded by Mr. Cinelli.** Mr. Mecca noted the document should be retitled as "Middle School". Mr. Raucci noted they will provide monthly drone documentation of the exterior of the project. **Approved unanimously.**
6. The OPM does not have an office on site at this time. Options are being considered. Would be approximately $40,000 - $50,000 for the two year duration. Bismark will provide documentation at the next meeting with regard to options.
7. Mr. Butkus discussed two procedural options as recommendations to the Committee.
    a. Establish a formal change order review process. Will consult Attorney Nugent regarding what the Charter allows. The intent is to handle changes of reasonable value on an expeditated basis and for the more substantive changes, the CM would not be delayed waiting for a Building Committee meeting. This would respect everyone's time for any change orders brought to the meetings as well as construction efficiency for the CM. Various possibilities were discussed. The Committee is always included and all documentation would be in the minutes.
    b. User Change Request – a process should be established for review/approval of requests made by the users of the building once the project starts that were not in the final design. Possible sequence for review of the request could pass through the building

principal, the superintendent, the design team to obtain an estimate of design time, if additional to the project; construction team for cost estimate and then presented to the Building Committee. Mr. Butkus will present a draft document to the Committee for review and discussion.

Discussion was held regarding the possibility of Committee members being able to observe at weekly job meetings once construction is started. This is a possibility as long as there is not a quorum. Various scenarios were discussed.

Construction Manager Update

Mr. Raucci noted the following:

1. Continuing to finalize the PCR date and clarification of some items.
2. Scope reviews were completed on the two low bids approved at the last meeting. Working through the contact process. Waiting for approval for the GMP; contracts have been written. Looking for the contractors to be on site on August 3.
3. GMP amendment will be presented for approval.
4. Sent out letters of intent to approved contractors.
5. In the next two weeks, it is expected bid documents will be prepared for Phase 2; advertising for bid; two contracts for the subcontractors will be finalized; temp fence will be on-site August 3; request for amendment of the GMP.
6. GMP Amendment has been reviewed with the temp fence contractors at $299,000 and the site work contractor at $12,852,660; total increase of $13,151,660. Discussion held regarding the contingencies; numbers will be adjusted after the Phase 2 bids. Requested approval of contract amendment 1.1 capturing the Phase 1 trade contract values in the amount of $13,151,660. **Mr. Gerbert motioned to approve the amendment to 1.1 in the amount of $13,151,660; seconded by Mr. Cinelli. Approved unanimously.**
7. In addition to the fencing, work will begin on the Daniels Farm Road site entrance prior to the start of school.
8. Continuing conversations with Harvest Hill area residents with regard to emergency vehicle access and a logistics plan.
9. A QR code will be accessible to the public regarding the perimeter of the work area.

Discussion was held regarding dissemination of information to the educational community about the project through the school district. It was noted Attorney Nugent and the First Selectman did send out a notice to the residents regarding the project start. Need to have continuing communications with the community throughout the project.

Mr. Tencza noted it will be an active construction site and requested any visits to the site be coordinated through Mr. Costa. Insurance for the project is in place.

Actions/Approval of Building Committee

No additional approvals.

Next Meeting
August 11, 2026, 7 pm.

Adjournment
There being no further business, Mr. Cinelli motioned to adjourn the meeting at 7:38 pm; seconded by Mr. Alterman. Approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk