Hillcrest Middle School
Building Committee

TOWN OF TRUMBULL
CONNECTICUT

Town Hall
5866 Main Street
Trumbull, Connecticut 06611

Hillcrest Middle School Building Committee
August 11, 2026
7:00 pm
Council Chambers, Trumbull Town Hall

Present: Joseph Costa, Jeff Alterman, Bob Gerbert, John Morello, Ann Sather and Fran Basbagil

Absent: J.C. Cinelli, Bill Mecca and Andrew Lubin

Also Present: John Butkus, Arcadis; Robert Tencza, Arcadis; Daniel Scorpio, Arcadis; Gregory Raucci, Bismark Construction; Randall Luther, TSKP; Jeffrey Brown, TSKP: Lisa Lobuono, Assistant Director of Finance; 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
Mr. Gerbert motioned to approve the minutes of July 28, 2026 as written; seconded by Mr. Alterman. Motion passed with abstentions from Ms. Sather, Mr. Morello and Ms. Basbagill.

Public Comment
No public comment.

Review and Approval of Invoices
Mr. Tencza presented the following invoices for approval:

1. Russell & Dawson Invoices #20657 I-1 & I-2 for the Third Party reviews for a total amount of $75,000.
2. Arcadis Invoice #36147334 for services through July in the amount of $15,400.
3. TSKP Invoice #250501-14 for services through July in the amount of $76,000.

Ms. Sather motioned to approve the four invoices as presented for a total of $166,400; seconded by Ms. Basbagil. It was noted Russell and Dawson Invoice #1 is for the initial plan review and Invoice #2 is for the completion of their work. **Approved unanimously.**

New Business
Architect's Project Update – TSKP

Mr. Brown noted the following:

1. August 5 – had follow-up PCR meeting with the State to review outstanding items.
2. August 7 - responded to Part 2 Third Party Code Reviewer comments.
3. Starting to respond with RFIs and submittals from Bismark.
4. Responded to the State to Reviewer's comments and hope to receive authorization/approval letter by the end of the week.

OPM's Project Update

Mr. Tencza noted the following:

1. Met with OGA Reviewer last week; was satisfied; three new items were answered. Expect a response back this week.
2. Third Party Code Reviewer and Third Party Structural Reviewer – they have completed their scopes of work; submitted to the State Plan Reviewer.
3. Introduced Dan Scorpio as the On-Site Project Manager for the day-to-day construction.

Mr. Butkus discussed the following:

1. User Change Request – draft form was distributed to the Committee. This gives the requester a path for approval for any requests. Procedure was discussed. All requests would be reviewed for any size dollar limit.
2. Change Order Process – reviewed. Change Order Committee would make the initial assessment and approval and then present to the Building Committee at a regular meeting. Mr. Nugent felt the process made sense but indicated there may be an issue with FOIA. This would be considered a Town meeting requiring postings and minutes. It was discussed to grant the OPM up to a dollar amount to approve. Any sub-committee would need to be approved and formed by the Town Council. Discussion was held regarding the configuration of the committee, emergency meetings for approvals, dollar amount cap of $10,000, volunteers to sit on the committee (1-2), weekly meeting specifics. Process can be approved in steps. To be discussed at the next meeting.

Mr. Tencza continued:

1. August – going out to bid; hoping to receive the State letter this week; four week bid period; bids received and scope reviews completed in September.
2. GMP recommendations by September 22 meeting. Looking at alternates and bidders; give Bismark the go ahead to complete the final GMP.
3. Phase 2 bid packages would mobilize in early October.
4. Ground breaking being discussed for October.

Timeline for bids was discussed noting a possible extension to five weeks. Mr. Costa requested the design team provide a summary of the bid alternates of what is pending with approximate costs. Would like the educators to review as there are significant design alternates to be decided.

5. Financials were reviewed – encumbered costs are approximately $28,000,000; payments are approximately $4,000,000. Reimbursement #1 was received; reimbursement #2 has been submitted. No change in Owner Contingency.

6. Executed the contract for Multivista.

Mr. Butkus discussed the change in the reimbursement process with the State noting they now require cancelled checks/electronic payment records. By law, payments can only be submitted every two months for review. Mr. Costa questioned what advice is being given to the Bond Council with regard to borrowing. Arcadis is working with the Town regarding cash flow modifications. Electronic transfer payments are preferred.

Construction Manager Update

Mr. Raucci noted the following:

1. Finalized the bid packages.
2. Attended the PCR meeting last week.
3. Finalized contracts for the site package and temp fence.
4. Held meeting with RAM drafting for structural design.
5. Met with the principal and AD.
6. Provided a neighbor brochure to bordering residents as well as the school community. The Town put it on their Facebook page.
7. Completing a video for the students/parents regarding the bus loop and drop off area.

Upcoming events:

1. Preparing for Phase 2 – advertising for bid next week.
2. Holding pre-bid walk through meetings and managing the pre-bid RFIs and addendums.
3. Photos of site and logistics plan reviewed. Not using Harvest Hill for construction vehicles; only for emergency vehicle access.
4. Added a QR code at the trailer for residents to obtain updated information, logistics plan, etc.

Discussion was held regarding temporary storm water management in light of the recent storms. Silt fencing is being installed temporarily until the main fence is up; covering the catch basins with silt bags and hay distributed. This is part of the site contractor's responsibilities. Arcadis trailer to be on site soon.

Actions/Approval of Building Committee

No additional approvals.

Next Meeting

The August 25, 2026 meeting was cancelled. The next meeting will be held September 8, 2026, 7 pm.

Adjournment

There being no further business, Mr. Gerbert motioned to adjourn the meeting at 7:46 pm; seconded by Ms. Sather. Approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk