

**Middlebrook and Booth Hill Elementary School Roof Building Committee Virtual Meeting**  
**August 24, 2022**  
**7:30 pm**

Present: Chairman Patricia Borghesan, Michael Ward, Tony Scinto, Lynne Salta, Joy Colon, Chris Bandecchi and Joanne Glasser Orenstein

Absent: Mark Hoffman and Steven Cahill

Also Present: Dave Cote, TPS Director of Operations; Dan Martin, Assistant Finance Director; Town Attorney James Nugent; Kevin Bova, Director of Purchasing, Cindy Katske, Chief Administrative Officer and Paul Lisi, AIA, Antinozzi Associates

The meeting was called to order at 7:32 pm by Ms. Borghesan followed by the Pledge of Allegiance. Roll Call was taken by the clerk.

**Past Minutes**

**Motion was made by Mr. Ward to approve the minutes of July 13, 2022 as presented. Seconded by Mr. Bandecchi and approved by unanimous consent.**

**Financial Report**

The financial reports were previously distributed. No changes. The Middlebrook Roof Fund remains at \$1,597,932.54.

**Update on Submission of Middlebrook School Roof Application**

Mr. Cote updated the Committee on the status of the application. He noted he submitted the grant application in May and waited several months for a response. He reached out to the State at the end of July and obtained the number for Michelle Dickson, who handles the grant applications for the OSCGAR. He was told by Ms. Dickson they did not need to reapply for the grant but only needed to complete a EDO49R which is a revised estimate of costs. This was contrary to what he was told initially. This paperwork was submitted at the beginning of August but he didn't receive any response from Ms. Dickson even after several attempts to contact her. On Monday, Ms. Dickson emailed stating a letter would be issued and requested the EDO49R. He resent the EDO49R after speaking with her. No response has been received since. All paperwork has been submitted. Mr. Cote will continue to contact the State until the approval letter is received.

**Report on Status of Booth Hill School Roof**

Mr. Lisi briefly summarized his draft report on the Booth Hill School Roof. He noted that on June 28, a visit was made to the school where they did limited exploratory work including some test cuts. The draft report includes discovery information from this work. He noted the next step to complete the draft document would be a cost estimate.

Mr. Lisi noted the following:

1. They assigned identifiers to all areas of the roof that will aid in identifying the various sections when reviewing information in the future.
2. Overall, on initial review, the roof looks to be in good shape as far as damage to the roofing membrane.
3. Phenolic insulation was discussed. This often deteriorates the metal decks of roofs by causing rusting but no rust was found in the tested areas. This may be due to minimal roof leaks and a vapor barrier between the insulation and the metal deck. This insulation covers most of the roof with the exception of the back addition and in some other small areas around the building. This insulation will need to be removed.
4. Each area of the roof was discussed and it is being recommended that the entire roof and skylights be replaced in this project.
5. Due to the many geometries in the roof proper and, at this time looking at materials and labor costs, a reinforced 75 mil is recommended for the majority of the roof and a 90 mil for the folded plate areas. This will provide a 30 year warrantee on the roof. When the cost estimate is done and more details of the project are reviewed, there may be a change in this recommendation depending on findings.
6. Mr. Ward reviewed the timeline regarding the roof at the school and indicated the town is conducting an assessment of town buildings. Despite this assessment, he felt the roof needed to be replaced at this time.

Discussion was held regarding the design of the roof and if there were options to reconfigure the design to prevent future problems or would the use of current materials and construction techniques take care of this. Mr. Lisi noted they are proposing a design that would eliminate problems.

7. A Taper Plan was reviewed which was generated by the roof manufacturer of the insulation. This provides a slope to eliminate some of the current problems with drainage. Drains are on the perimeter of the roof which is good. They can use scuppers in the fascia in the event the drains become clogged.
8. The use of crickets was discussed which takes the water away from the valleys. This is a design with wood framing and plywood and would not change the appearance of the roof. Mr. Lisi described the materials used in the formation of the crickets and how the system works. Any additional drainage needs would be addressed as the project moves forward.

Roof replacement for Booth Hill Elementary School is scheduled for the summer of 2024. Mr. Cote reviewed the timeline for the project including Town Council resolutions, inclusion in the Capital Plan with a project cost, application submission and State approval. Once approval is received, they can solicit bids for the project. Bonding is in the Capital Plan for both elementary school roofs but concentration should be on the Middlebrook School project and putting out for bids in September or October in order to be in time for next summer. The State reimburses 34% of the project cost. **Motion was made by Ms. Glasser Orenstein to accept the report as presented. Seconded by Ms. Colon and approved by unanimous consent. Ms. Borghesan thanked Mr. Lisi for his comprehensive report.**

#### **Discussion and Approval of Antinozzi Invoice**

**Motion was made by Ms. Glasser Orenstein to approve payment of the Antinozzi invoice for \$5,280. Seconded by Ms. Salta and approved by unanimous consent.**

**Next Meeting**

The next meeting is dependent on State approval and receipt of the Asbestos Assessment. Mr. Cote will contact Eagle Environmental regarding their assessment. The next meeting date was set for September 21, 2022 at 7:30 pm.

**Adjournment**

**Motion was made by Ms. Glasser Orenstein to adjourn the meeting at 8:36 pm. Seconded by Ms. Colon and approved by unanimous consent.**

Respectfully submitted,

Barbara Crandall  
Clerk