

**Middlebrook and Booth Hill Elementary School Roof Building Committee Virtual Meeting**  
**September 28, 2022**  
**7:30 pm**

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

Absent: Mark Hoffman, Steven Cahill, Joy Colon and Chris Bandecchi

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

The meeting was called to order at 7:33 pm by Ms. Borghesan followed by the Pledge of Allegiance and Roll Call.

**Past Minutes**

**Motion was made by Mr. Ward to approve the minutes of August 24, 2022 as presented. Seconded by Ms. Orenstein and approved by unanimous consent.**

**Vice-Chairman Position on Committee**

Ms. Borghesan would like to fill the position of Vice-Chairman on the Committee, replacing Robert Christiani who resigned recently. The Vice-Chairman would conduct the meetings of the Committee in the absence of the Chairman but is not obligated to fill the position of Chairman should that position become vacant. She asked the committee members to consider taking on this position and to contact her or Mrs. Katske with any questions.

**Financial Report**

Financials were previously distributed. No discussion. Ms. Borghesan noted the remaining balance for the Middlebrook Roof Project was \$1,597,926.54. The remaining balance for the Booth Hill Roof Project, after expenditures of \$5,280, is \$29,951.

**Update on Middlebrook School Roof**

Mr. Cote noted grant approval was received from the State. The appropriate information was given to Mr. Bova who prepared and posted the bid. Two roofing contractors walked the property earlier in the week along with a representative of the State whose job is to assure workers are being paid prevailing wages. Both Mr. Cote and Mr. Bova believe a good amount of bids should be received. To date, no addendums have been added to the bids.

Mr. Lisi noted most contractors are familiar with the project. No changes were made to the plans and specs so many are not doing another walk through. Bids are due October 13 and will be awarded in late October or early November. Project is expected to be started in summer of 2023. Mr. Lisi noted due to increasing costs of roofing materials, the contractors may come back with a request for additional funds

even though they have signed a contract. Suppliers will not commit to a price until the material is shipped. He noted the committee should be aware of this possibility. If a legitimate request from the supplier is received on their letterhead, the request will have to be entertained. Mr. Bova noted most of the other town projects have had this occur and the town has worked with them on the extra associated costs. It was unknown how this request for an increase payment for costs would work with the State funding, although it was felt the State was seeing this on other projects. Mr. Bova noted once the bonds on the project are set, the contractor is committed to the project. There is nothing specific in the contract that deals with this situation except through Change Orders. Attorney Schopick noted for unforeseen conditions, there are provisions in the contract where the contractor would provide information on the original cost versus the actual additional cost that would be reviewed. There would need to be overwhelming changes to the project for it to be cancelled at this point.

Question was asked if the contractor marks up material costs at their discretion and if there is a breakdown of fees. Mr. Bova noted the bid is made as a total cost but this cost could be broken down further in the Pre-Scope Meeting, if necessary. Mr. Lisi noted it was standard practice to mark-up materials.

Discussion was held regarding the possible request for additional funding due to material cost. At this time, it would not be necessary to advise the Board of Education about a potential increase without knowing the specific number. Ms. Borghesan noted the initial cost was significantly over budget but through a subsequent review, there will be enough funding to cover the project including a cushion. Any price increase would not be known until the project is further along. Mr. Martin explained the bonding for the project noting \$1.5 million is the total. There may be extra funding in other BOE projects that could be used for any overage.

Mr. Bova noted the bids are due October 13 and suggested a meeting the next week to review and recommend a contractor.

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

Mr. Cote noted he had not received the report from Eagle on the asbestos assessment. He stated they were on site this week and he should have a report with 10-15 days.

Ms. Borghesan noted two draft documents were provided to the Committee for review:

1. Conceptual Cost Estimate for Booth Hill Elementary School Roof Replacement
2. Educational Specifications for Booth Hill Elementary School Roof Replacement

Mr. Lisi noted the Cost Estimate was prepared and based on the initial assessment report. Total estimated project cost is approximately \$2.9 million for a roof of 54,000 square feet. He noted the roof structure is complicated so the square footage costs are more as well as projection of costs expected in two years.

Mr. Cote noted he received approval in the Board of Education Five-Year Capital Plan for the roof project with \$2 million in Capital Year 2024. This meets one of the requirements to apply for the grant. Soft costs were discussed. Mr. Cote felt all the costs associated with the project would be covered.

Discussion was held regarding the facility assessment currently being conducted on all the schools. No report has been received to date. The only thing that would change the roof project at Booth Hill School would be an indication that the school should be replaced or required an addition or large renovation. Educational Specifications were discussed by Mr. Lisi who noted that OSG&R requires this report to apply for funding. The document will be reviewed and edited by Mr. Cody before it is finalized. This document addresses the programmatic needs of the facility. It provides justification for the project and a summary of the existing conditions of the roof. Mr. Cote noted the application for funding can be submitted at any time with a deadline of the tenth of each month.

**Next Meeting**

October 19, 2022 at 7:30 pm. The agenda will include review of the bids. Copies will be made available to Committee members by October 14.

**Adjournment**

**There being no further business, motion was made by Ms. Orenstein to adjourn the meeting at 8:13 pm. Seconded by Ms. Salta and approved by unanimous consent.**

Respectfully submitted,

Barbara Crandall  
Clerk