

Middlebrook and Booth Hill Elementary School Roof Building Committee Meeting
December 6, 2022
7:30 pm
Long Hill Conference Room, Town Hall

Present: Chairman Patricia Borghesan, Michael Ward, Tony Scinto, Joanne Glasser Orenstein, Steven Cahill, Lynne Salta, Joy Colon

Absent: Mark Hoffman and Chris Bandecchi

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

The meeting was called to order at 7:30 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 November 16, 2022 as presented.

Seconded by Ms. Colon. Motion was approved with abstentions from Mr. Cahill, Ms. Salta, Ms. Colon.

Financials

Ms. Borghesan noted the Middlebrook financials had no change. The financial report for the Booth Hill School project indicates the Antinozzi invoices have been paid as well as Eagle Environmental for the asbestos survey. Remainder in the account is \$30,655.

Booth Hill School Roof Discussion

Ms. Borghesan noted it was recommended by Mr. Martin to keep the roof discussions discrete. This meeting will be the Booth Hill Roof meeting. If at some point through the activity of the State, or if there is an audit, the minutes related to this project will all be in one place. When activity begins again for Middlebrook School, that will be a discrete meeting.

Mr. Cote noted the Five-Year Capital Plan had \$50,000 added to FY 2023. They are waiting for the Board of Finance to approve the one-year spending authorizations. Ms. Borghesan referenced the proposal submitted by Antinozzi Associates, for illustration purposes only, as to what it would cost for the services. This proposal was used for the Capital Plan discussions. Mr. Cote stated it would bring the authorization to approximately \$80,000. Antinozzi is willing to provide the services for the amount in the proposal submitted.

There are two routes for the project, assuming the funding is approved. They could wait for the grant to be approved by the State to proceed with the design work or they could proceed with design work outside of reimbursement like the Middlebrook design was done. With the latter option, the town would be sacrificing one-third of the \$67,000. Advantages and disadvantages were discussed including reimbursement options and the need to conduct another bid for the design. Mr. Bova stated, if the State

still requires an RFQ for an architect, the proposal will most likely be more than the proposal received by Antinozzi. He did not think it was advantageous to go out to bid for another architect since Antinozzi has already put the time and effort into the project. Any other architect would not work with another firm's work; they would start from scratch. Construction Administration may need to be reviewed by the Town Attorney, Mr. Cote and Mr. Lisi. Building rules were discussed with regard to the work already completed and how Antinozzi Associates became involved in the project. Mr. Nugent noted the Building Rules state they should go out to bid for the architect. Mr. Cote noted they would not be able to go out for bid for the architect until after the grant to the State was approved and that the Antinozzi proposal sets them up to apply for the grant.

Resolutions from the Town Council are needed to apply for the grant. Timeline was discussed with regard to grant submission. Reimbursement is the question with consideration of the additional cost associated with a bid process. **Motion was made by Ms. Glasser Orenstein to approve Antinozzi Associates for the design. Seconded by Ms. Colon.** The proposal covers drawings, specifications and Construction Administration. It was felt expediency was important. **Motion was approved unanimously.**

Additional discussion was held regarding submission of the grant. The resolutions, educational specs and approval of the Capital Plan must be included in the grant application. If the funding is available in January, a contract can be signed with Antinozzi to start the process. Resolutions will be submitted to the Town Council on February 6 with the grant being submitted in May. Mr. Cote noted the State has two types of construction grants – priority and non-priority. Priority includes larger projects that the legislature has to vote on. Non-priority includes code-up grades/violations, roofs, etc. and is administrative approval. There is still a two-year window to start the project after the drawings are approved, a PCR (Plan Completion Review) is completed and a letter is sent authorizing the bid process.

Ms. Glasser Orenstein moved to submit the first two resolutions to the Town Council. Seconded by Mr. Cahill. After discussion, the motion was amended by Ms. Glasser Orenstein to include all three resolutions. Seconded by Mr. Cahill and approved unanimously.

Ms. Borghesan noted the process is moving forward with administrative work being completed. There will not be any decisions to be made by the Committee in the next few weeks. Updates will be given until such time a meeting is required.

Mr. Cote noted the Committee should review and approve the educational specs although it is not in the committee's purview. The State looks for approval from the Board of Education. Ms. Borghesan noted this work was completed by Mr. Lisi and submitted to the Committee in September. **Ms. Colon moved to recommend the Board of Education approve the educational specifications for the Booth Hill School Roof project, Seconded by Mr. Cahill.** Mr. Cote noted this document gives the State reasons for justifying the project.

HVAC (Middlebrook School Roof) will run simultaneously with the roof. The grant for this project is a competitive grant and it is unknown if the Town will be chosen. He explained the background of the

grant and the project noting it is a ventilation project with installation of a VRF type system. **Motion was approved by unanimous consent.**

Ms. Borghesan noted one topic brought up early in the process was energy efficiency and the installation of solar panels. It was unknown at the time who was responsible for this discussion. Research was done with the State and it was found they would only invest in the solar panel project if it was owned by the school. She felt energy efficiency should be discussed for future projects. It is not in the purview of this committee at this time. Mr. Cahill noted with the new roof, the energy efficiency code would be met. Prior Board of Education solar projects were discussed. Mr. Cote noted a power purchase agreement is more attractive to a municipality due to the tax credits used to reduce the cost of the installation for the developer. Mr. Cote discussed his findings with regard to solar projects noting he has received positive feedback. Reimbursement amount is unknown depending on circumstances. **Motion was made by Ms. Glasser Orenstein to authorize Mr. Cote to continue his research on solar panels for the roofs of both schools. Seconded by Ms. Colon and approved unanimously.**

Adjournment

Motion was made by Mr. Ward to adjourn the meeting at 8:14 pm. Seconded by Ms. Colon and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk