



TOWN OF  
**Trumbull**  
CONNECTICUT

**HILLCREST MIDDEL SCHOOL BUILDING COMMITTEE**

MEETING AGENDA – JANUARY 13, 2026, AT 7:00 PM

LOCATION: TRUMBULL TOWN HALL  
5866 MAIN STREET  
TRUMBULL, CT 06611  
TOWN COUNCIL CHAMBERS

- i. CALL TO ORDER
- ii. PLEDGE OF ALLEGIANCE
- iii. ROLL CALL
- iv. APPROVAL OF MINUTES – DECEMBER 9, 2025
- v. PUBLIC COMMENT
- vi. REVIEW AND APPROVAL OF INVOICES
- vii. NEW BUSINESS
  - 1. ARCHITECT’S PROJECT UPDATE – TSKP
  - 2. OPM’S PROJECT UPDATE – ARCADIS
  - 3. CONSTRUCTION MANAGER UPDATE - BISMARCK
  - 4. DATE OF NEXT MEETING
  - 5. ACTIONS / APPROVAL OF BUILDING COMMITTEE - IF REQUIRED
- viii. ADJOURNMENT

**TOWN OF TRUMBULL  
CONNECTICUT**



**Hillcrest Middle School Building Committee  
December 9, 2025  
7:00 pm  
Council Chambers, Trumbull Town Hall**

Present: Joseph Costa, Andrew Lubin, Bill Mecca, John Morello, Fran Basbagill, J.C. Cinelli and Ann Sather

Absent: Jeff Alterman and Bob Gerbert

Also Present: Robert Tencza, Arcadis; John Butkus, Arcadis; Gregory Raucci, Bismark Construction; Town Attorney James Nugent; Michael Scott, TSKP; Kevin Bova, Purchasing Director; Kevin Dion, Director of Operations, BOE

The meeting was called to order at 7:01 pm followed by Roll Call and the Pledge of Allegiance.

**Past Minutes**

**Motion was made by Ms. Sather to approve the minutes of November 18, 2025; seconded by Mrs. Basbagill.** Mrs. Crandall made a correction to the heading on Page 1 – should read the meeting was at the Board of Education Auditorium. Mr. Cinelli also indicated he was not in attendance. **Motion made by Mr. Mecca to approve the amended minutes; seconded by Ms. Sather and approved with abstentions from Mr. Cinelli and Mr. Lubin.**

**Public Comment**

No public comments.

**Review and Approval of Invoices**

Mr. Tencza presented the following invoices for approval:

1. TSKP Studio Invoice #250501-5 for Design Development for \$298,000.00
2. Arcadis Invoice #36089547 for \$15,400.00

**Motion was made by Mr. Cinelli to approve the TSKP Studio Invoice dated December 4, 2025 for \$298,000.00. Seconded by Mrs. Basbagill and approved.** It was noted Design and Development is 60% completed and should be finished in a few weeks. **Motion carried by unanimous consent.**

**Motion was made by Mr. Lubin to approve the Arcadis Invoice dated December 5, 2025 for \$15,400.00. Seconded by Mr. Mecca and approved by unanimous consent.**

## **New Business**

Architect's Project Update – Mr. Scott discussed the following:

1. The DD pricing deadline is next week. The Building Committee will receive a virtual copy. Approved pricing documents will be sent to Bismark and other appropriate individuals.
2. Held a meeting with the Board of Ed to review the educational spaces in detail; working with Mr. Dion and the kitchen service to review server design and layout and will meet at the end of the week with the educators and technology director regarding the technology and low voltage systems to make sure they are properly pricing that area.
3. By Thursday morning they will have submitted paperwork to Inland Wetlands and Town land use boards. Simultaneously traffic information will be sent to the State.
4. Work on the test well will begin the morning of December 10. Permits have been obtained.

## **Questions**

1. (Costa) – are minutes from the various department meetings being taken and can they be submitted for inclusion in the documentation of the project. (Scott) – yes.
2. (Costa) – what is the permit for land use for. (Scott) – it is required to have a review by Inland Wetlands because of the wetlands on the property. The project is exempt from the zoning standards. They are doing activities within the 100 foot upland review area.
3. (Costa) – when do you expect to have a hearing. (Scott) – the goal is to have comments this month but would like to start the hearing process in the month of January. Would like sign off no later than March.
4. (Costa) – What is the read on the State Traffic Commission. (Scott) – the traffic engineering consultant is confident they should clear by March. They need the approval for the early release package and a review by OGA. (Lubin) – do you need state traffic before you submit to OGA. (Scott) – yes but the application process could be helped by the Commission if the application is not approved at that time.
5. (Lubin) – potentially construction documents completed in February, IWWC in March submit to State Traffic Commission February/March. (Scott) – they will continue to document this project through Spring. Will not give Bismark final documents for State approval until sometime in May 2026. Construction documents – if they wanted to mobilize at the end of June when the students leave and wanted to get an enabling package in, they would need those documents presented to OGA in March. A portion of the documents could be pushed forward as a Phase I document for approval. They are reviewing this information. The application to IWWC and State Traffic will be at the same time.
6. (Sather) – how long will the geothermal test well drilling take. (Scott) – should be about a week.
7. (Nugent) – what results are you seeking from the well. (Scott) – this is the first well installed in its entirety and will run for 48 hours to determine thermal conductivity. They need to know the heat exchange. Once that is determined, it will dictate the amount of wells required for the central plant.
8. (Mecca) – the Town Council reviewed the Capital Improvement Plan. One of the items discussed was how and when the fields will be impacted for athletics and Parks and Rec. There are a

couple of items in the Plan that may have to be decided in terms of increasing the capacity if we are losing field space. Need to have more information for allocation of funds in the Plan. (Scott) – they can provide the phasing plans they have at the next meeting with the idea of when they will be on site. As soon as they can mobilize on the site, approximately June 20, they will take the pit and the grassy area between the bus loop and Daniels Farm Road. The question is when to take the JV field, especially if they want to stage Geothermal work. There is also Trumbull Day in the mix.

OPM's Project Update – Mr. Tencza discussed the following:

1. Financial update – reflects the same as last meeting due to the early meeting date; the only other change is the two invoices approved. Encumbered value is \$14,334,138.
2. 90-Day Look Ahead – December 2025 – Design Development Estimating Starts, Geothermal Test Well and Local Approvals Inland Wetlands and Traffic Commission. January 2026 – Design Development Estimating Completed, HMSBC Approval of DD Estimate, Phase 1 Construction Documents Begin (Early January), Phase 2 Construction Documents Begin (Late January). February 2026 – Phase 1 Construction Documents Completed.

Mr. Butkus expanded on the discussion of Phase 1 Construction Documents noting they will be comfortable coming out of Design Development for pricing. Any adjustments can be made prior to coming before the Committee for approval. He noted they want to bring the pit area grade up to where it needs to be and capture the summer construction season, from an earthwork standpoint, to do enabling work for various areas on site. Concrete work and well field installation could be started. They anticipate pouring concrete by October, if approvals are received, as the prep work would be complete. They are discussing the use of pre-detailing of the steel and potentially rebar. Discussed the process of this plan noting contractors will have accurate data as they bid the project allowing for a tighter price. This would allow for materials on site for installation when concrete is ready. The State is not in favor of early contracts for work due to the changes that may need to be made.

Questions –

1. (Costa) – mentioned soil, earthwork, geothermal and enabling work, need specifics on earthwork – (Butkus) – it is elements that make it more efficient to proceed with the work such as temporary fencing, lay down areas, worker parking and doing productive work such as bringing in fill and working on the wells. The enabling work allows the CM to start and also provides productive trade package work on site. (Costa) – start date. (Butkus) - this should start immediately after Trumbull Day. (Costa) – what is the cost value. (Raucci) – this will be part of the costs already determined; no accelerated cost associated with it. (Butkus) – coming out of DD they will have more realistic costs.
2. (Costa) – will IWWC approval and other local approvals be part of the application so they would know the steps being taken. (Butkus) – considering showing phasing plans to Inland Wetlands so they understand the actions to be taken.
3. (Costa) – knows the State is reluctant to approve concrete, does not feel the need for an early concrete and steel package. Would like to see the other work started before continuing in that line. Is OGA approval required. (Butkus) – yes, anytime they need to bid a component of the

project, a package needs to be prepared with proper signatures and submitted to the State. They are at risk of not being reimbursed if this procedure is not followed.

4. (Costa) – would like the team to discuss the threshold to RFP and a third party code review addition to the project.

Bismark's Project Update – Mr. Raucci discussed the following:

1. Preliminary drawings were received from TSKP.
2. Held a meeting with Langdon to discuss a temporary situation with water to show to Inland Wetlands. Another consideration was an add alternate to paving the main drive all the way to the new entrance as this was not included. Confirming the Harvest Hill turn around was included.
3. Working on the pre-con schedule and construction schedule. The logistics plan will show what fields will be down. Athletics has been advised.
4. Reached out to RAM who do the early detailing. They gave preliminary pricing but need the structural details. They will present the plans to them when completed.
5. Plans for the next 90 days – estimates and construction schedule.

Questions –

1. (Lubin) – it is great to think about pouring concrete in October – what is the date the kids would be in the school. (Raucci) – with all the approvals – wrapping up construction in April 2028 for occupancy in September 2028. May need to return in the spring of 2029 to complete work on the grounds.

**Next Meeting**

January 13, 2026 at 7:00 pm in Council Chambers.

Mr. Costa thanked the Building Committee for their service to the Town over the past year. The team is very committed to the project and has been very productive.

**Adjournment**

**There being no further business, motion was made by Ms. Sather to adjourn the meeting at 7:43 pm; seconded by Mr. Mecca and approved by unanimous consent.**

Respectfully submitted,

Barbara Crandall  
Clerk