

Middlebrook Elementary School HVAC Improvements
Building Committee
Virtual Meeting
Thursday, January 29, 2026
7:00 pm

AGENDA

Call to Order

Pledge of Allegiance/Roll Call

Approval of Minutes – November 13, 2025

Financials

Project Update

New Business

1. Discussion and Approval of Invoices/Change Orders
 - a. Silver Petrucelli Invoice #25-2848 for Construction Administration - \$1,900.00
 - b. VanZelm Invoice #0054330 for Professional Services - \$16,181.10
 - c. Power Network Solutions Application #8 - \$2,031.16
 - d. Power Network Solutions Application #9 - \$9,589.83

Old Business

Adjournment

Middlebrook Elementary School HVAC Improvements Building Committee

Jan 29, 2026 7:00 PM

<https://us06web.zoom.us/j/88554426056?pwd=r25KiUlaWs5TCHr1fb33JqzKwb6Jz5.1>

Webinar ID: 885 5442 6056

Password: 592488

Join by telephone: (646) 931-3860 or (888) 475-4499 (Toll Free) / Webinar ID: 885 5442 6056

Middlebrook Elementary School HVAC Improvements
Building Committee Meeting
Thursday, November 13, 2025
7:00 pm
Nichols Room, Trumbull Town Hall

Present: Chairman Kelly Mallozzi, Michael Ward, Alison Squicciarro and Tony Dorsey

Absent: Lisa Nuland

Also Present: Gregory Raucci, Bismark Construction and Lisa Lobuono, Assistant Finance Director

The meeting was called to order at 7:00 pm by Chairman Mallozzi followed by the Pledge of Allegiance and Roll Call.

Past Minutes

Motion was made by Mr. Dorsey to approve the minutes of September 29, 2025. Seconded by Ms. Squicciarro and approved with abstentions from Mr. Ward and Mr. Dorsey.

Financials

Ms. Lobuono noted the total package cost, as of 10/31/25, was \$3,025,167.75. Invoices pending approval total \$197,109.49. Total project cost is \$322,227.24. Estimated State reimbursement at 34.29% is approximately \$1.1 million. Paperwork for reimbursement was filed. Unknown when reimbursement will be received but the Town is able to cover the entirety of the project until that time. Brief discussion was held regarding small discrepancies in requested payments. These will be reviewed by Ms. Lobuono, Mr. Dion and Mr. Raucci. Mr. Raucci noted they have received the substantial completion letter that is required by the State.

Project Update

Everything is running and any problems are being addressed. The final programming is being refined, video training has been recorded and completed with staff and they are in the final stages with the warrantees. He noted Mr. Dion will be able to work the system from his computer.

New Business

Discussion and Approval of Invoices/Change Orders

- a. VanZelm Invoice #0054014 for Professional Services - \$3,895.45 – **motion made by Mr. Ward to approve; seconded by Mr. Dorsey and approved by unanimous consent.**
- b. Bismark Construction Invoice #11 - \$69,289.85 - **motion made by Mr. Ward to approve; seconded by Mr. Dorsey and approved by unanimous consent.**
- c. Bismark Construction Invoice #12 - \$13,007.06 - **motion made by Mr. Ward to approve; seconded by Mr. Dorsey and approved by unanimous consent.**

- d. Tomlinson Hawley Patterson Invoice #7159 - \$9,141.35 - **motion made by Mr. Ward to approve; seconded by Mr. Dorsey and approved by unanimous consent.**
- e. Spectrum Environmental Application #3 - \$7,475.25 - **motion made by Mr. Ward to approve; seconded by Mr. Dorsey and approved by unanimous consent.**
- f. Action Air Systems Application #250003-007 - \$84,675.00 - **motion made by Mr. Ward to approve; seconded by Mr. Dorsey and approved by unanimous consent.**
- g. Power Network Solutions Application #8 - \$2,031.16
- h. Power Network Solutions Application #9 - \$18,859.83 – **motion made by Mr. Ward; seconded by Mr. Dorsey to table the approval of the two invoices (g & h) for further review. Approved by unanimous consent.**
- i. Change Order #002, Power & Network Solutions - \$2,138.06 - **motion made by Mr. Ward to approve; seconded by Mr. Dorsey and approved by unanimous consent.**
- j. Change Order #002, Tomlinson Hawley Patterson – (\$16,192.00) - **motion made by Mr. Ward to approve; seconded by Mr. Dorsey and approved by unanimous consent.**
- k. Change Order #003, Tomlinson Hawley Patterson – (\$48,184.00) - **motion made by Mr. Ward to approve; seconded by Mr. Dorsey and approved by unanimous consent.**
- l. Change Order #001, Spectrum Environmental – (\$19,970.47) - **motion made by Mr. Ward to approve; seconded by Mr. Dorsey and approved by unanimous consent.**
- m. Change Order #001, Bismark Construction – (\$151,179.70) - **motion made by Mr. Ward to approve; seconded by Mr. Dorsey and approved by unanimous consent.**

The following two invoices were added to the agenda for approval:

- 1. Silver Petrucelli Invoice #25-2764 - \$1,900 - **motion made by Mr. Ward to add the invoice to the agenda; seconded by Mr. Dorsey and approved by unanimous consent. Motion made by Mr. Ward to approve; seconded by Mr. Dorsey and approved by unanimous consent.**
- 2. VanZelm Invoice #0054136 - \$1,198.60 - **motion made by Mr. Ward to add the invoice to the agenda; seconded by Mr. Dorsey and approved by unanimous consent. Motion made by Mr. Ward to approve; seconded by Mr. Dorsey and approved by unanimous consent.**

Next Meeting

A future meeting will be determined at the completion of the document review.

Adjournment

There being no further business, motion was made by Mr. Ward to adjourn the meeting at 7:13 pm. Seconded by Mr. Dorsey and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk

SCHEDULE OF VALUES

Page 1

TO Contractor

Bismark
100 Bridgeport Ave
Milford, CT 06460

PROJECT:
NAME AND
LOCATION:

Middlebrook School HVAC
220 Middlebrook Ave
Trumbull, CT

APPLICATION NO. 8
PERIOD TO: Final
PROJECT NOS.:
PURCHASE ORDER #
CONTRACT #
CONTRACT DATE:

FROM CONTRACTOR:

POWER & NETWORK SOLUTIONS, LLC.
46 Higgins Drive
MILFORD, CT 06460

VIA ARCHITECT:

CONTRACT FOR:

Electrical

Distribution to:
☐ OWNER
☐ ARCHITECT
☒ CONTRACTOR

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, Document Q703, is attached.

1. ORIGINAL CONTRACT SUM

\$ 354,000.00

2. SUM OF ALL CHANGE ORDERS

\$ 17,796.56

3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)

\$ 371,796.56

4. TOTAL COMPLETED AND STORED (Column G on Q703 Continuation Page)

\$ 371,796.56

5. RETAINAGE:

a. 5% of Completed Work (Columns D+E on Q703 Continuation Page)

\$ 18,589.83

b. 0% of Material Stored (Column F on Q703 Continuation Page)

\$ -

Total Retainage (Line 5a +5b or Total in Column I of Q703 Continuation Page)

\$ 18,589.83

6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)

\$ 353,206.73

7. LESS PREVIOUS PAYMENT APPLICATIONS (Line 6 from prior Application)

\$ 353,206.73

8. CURRENT PAYMENT DUE

\$ 2,031.16

9. BALANCE TO COMPLETION, INCLUDING RETAINAGE (Line 3 minus Line 6)

\$ 18,589.83

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$ -	\$ -
Total approved this month	\$ -	\$ -
TOTALS	\$ -	\$ -
NET CHANGES	\$ -	\$ -

PAYMENT APPLICATION

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR:

POWER & NETWORK SOLUTIONS, LLC.

By:

CHARLES L. KELLY, IV, MEMBER

DATE: 11/5/2025

State of:

CONNECTICUT

County of:

NEW HAVEN

Subscribed and sworn to before me this

Notary Public:

day of

November 2025

My Commission Expires:

5/31/28

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefore, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT:

2031.16

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT:

Charles L. Kelly, IV

Date:

11/25/2025

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

QSS, INC. DOCUMENT

11/26/25
Director of Operations

PO# APPLICATION NO: 8
CONTRACT FOR: Electrical APPLICATION DATE: Final

PERIOD TO:
CONTRACT #:

A ITEM NO.	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)	PERCENT COMPLETE (G / C)	H BALANCE TO COMPLETION (C-G)	I RETAINAGE (IF VARIABLE)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
1	Submittal	\$ 10,000.00	10,000.00			10,000.00	100%		\$ 500.00
2	Bond	\$ 16,000.00	16,000.00			16,000.00	100%		\$ 800.00
3	Switchgear	\$ 15,000.00	15,000.00			15,000.00	100%		\$ 750.00
4	Panelboards	\$ 80,000.00	80,000.00			80,000.00	100%		\$ 4,000.00
5	Underground	\$ 70,000.00	70,000.00			70,000.00	100%		\$ 3,500.00
6	Feeders	\$ 88,000.00	88,000.00			88,000.00	100%		\$ 4,400.00
7	Lighting	\$ 10,000.00	10,000.00			10,000.00	100%		\$ 500.00
8	Branch Circuits	\$ 20,000.00	20,000.00			20,000.00	100%		\$ 1,000.00
9	HVAC wiring	\$ 25,000.00	25,000.00			25,000.00	100%		\$ 1,250.00
10	Allowance	\$ 20,000.00	20,000.00			20,000.00	100%		\$ 1,000.00
11							#DIV/0!		
12							#DIV/0!		
13							#DIV/0!	\$0.00	
14							#DIV/0!	\$0.00	
15							#DIV/0!		
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17							#DIV/0!		
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24							#DIV/0!		
25							#DIV/0!		
TOTALS		\$ 354,000.00	\$ 354,000.00	\$ -	\$ -	\$ 354,000.00	-	\$ -	\$ 17,700.00
Expedite switchgear CO #1		\$15,658.50	\$ 15,658.50			\$ 15,658.50			\$ 782.93
100 Man hour allowance - \$14,000		\$0.00							
UI Coffin Box/ Installation CO#2 \$7,498.28									
UI disconnect OT CO#3 \$5,106.00		\$ -							
Ticket work - extra CO #4 \$23533.78		2,138.06		2,138.06		2,138.06			106.90
CO's 1-4 not covered by allowances									
Change Order Subtotals		\$17,796.56	\$ 15,658.50	2,138.06		\$ 17,796.56			\$ 889.83
Total Value to date		\$ 371,796.56	\$ 369,658.50	2,138.06		\$ 371,796.56	0%		\$ 18,589.83

SCHEDULE OF VALUES

Page 1

TO Contractor		Bismark 100 Bridgeport Ave Milford, CT 06460		PROJECT: NAME AND LOCATION: 220 Middlebrook School HVAC 220 Middlebrook Ave Trumbull, CT		APPLICATION NO. 9		Distribution to:	
FROM CONTRACTOR:		POWER & NETWORK SOLUTIONS, LLC. 46 Higgins Drive MILFORD, CT 06460		VIA ARCHITECT:		PERIOD TO: PROJECT NOS.: PURCHASE ORDER #		<input type="checkbox"/> OWNER	
CONTRACT FOR:		Electrical				CONTRACT #		<input type="checkbox"/> ARCHITECT	
						CONTRACT DATE:		<input checked="" type="checkbox"/> CONTRACTOR	

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, Document Q703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 354,000.00
2. SUM OF ALL CHANGE ORDERS	\$8,796.56
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$ 362,796.56
4. TOTAL COMPLETED AND STORED (Column G on Q703 Continuation Page)	\$ 362,796.56
5. RETAINAGE:	
a. 5% of Completed Work (Columns D+E on Q703 Continuation Page)	\$ -
b. 0% of Material Stored (Column F on Q703 Continuation Page)	\$ -
Total Retainage (Line 5a +5b or Total in Column I of Q703 Continuation Page)	\$ -
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$ 362,796.56
7. LESS PREVIOUS PAYMENT APPLICATIONS (Line 6 from prior Application)	\$ 353,206.73
8. CURRENT PAYMENT DUE	\$ 9,589.83
9. BALANCE TO COMPLETION, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$ -

SUMMARY OF CHANGES ORDERS		DEDUCTIONS	
CHANGE ORDERS	ADDITIONS	DEDUCTIONS	
Total changes approved in previous months	\$ -	\$ -	-
Total approved this month	\$ -	\$ -	-
TOTALS	\$ -	\$ -	-
NET CHANGES	\$ -		

PAYMENT APPLICATION

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: POWER & NETWORK SOLUTIONS, LLC. DATE: 11-17-25

By: CHARLES L. KELLY, IV, MEMBER
CONNECTICUT
NEW HAVEN

Subscribed and sworn to before me this 17th day of November 2025

Notary Public:

My Commission Expires: 5/31/28

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefore, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT: \$9,589.83

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: Kelly H. Hamed Date: 11/25/2025
By: Neither this Application nor Payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

QSS, INC. DOCUMENT

2/20 11/24/25
1/25
Duty of Question

CONTINUATION PAGE

<div> <div>PO#</div> <div>CONTRACT FOR: Electrical</div> <div>APPLICATION NO: 9</div> </div>									
<div> <div>PERIOD TO: CONTRACT #:</div> <div>APPLICATION DATE: Retainage</div> </div>									
A	B	C	D		E	F	G	H	I
ITEM NO.	WORK DESCRIPTION	SCHEDULED AMOUNT	AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	PERCENT COMPLETE (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (IF VARIABLE)
1	Submittal	\$ 10,000.00	\$ 10,000.00		-	\$ 10,000.00	100%	-	\$ 500.00
2	Bond	\$ 16,000.00	\$ 16,000.00		-	\$ 16,000.00	100%	-	\$ 800.00
3	Switchgear	\$ 15,000.00	\$ 15,000.00		-	\$ 15,000.00	100%	-	\$ 750.00
4	Panelboards	\$ 80,000.00	\$ 80,000.00		-	\$ 80,000.00	100%	-	\$ 4,000.00
5	Underground	\$ 70,000.00	\$ 70,000.00		-	\$ 70,000.00	100%	-	\$ 3,500.00
6	Feeders	\$ 88,000.00	\$ 88,000.00		-	\$ 88,000.00	100%	-	\$ 4,400.00
7	Lighting	\$ 10,000.00	\$ 10,000.00		-	\$ 10,000.00	100%	-	\$ 500.00
8	Branch Circuits	\$ 20,000.00	\$ 20,000.00		-	\$ 20,000.00	100%	-	\$ 1,000.00
9	HVAC wiring	\$ 25,000.00	\$ 25,000.00		-	\$ 25,000.00	100%	-	\$ 1,250.00
10	Allowance	\$ 20,000.00	\$ 20,000.00		-	\$ 20,000.00	100%	-	\$ 1,000.00
11							#DIV/0!	-	-
12							#DIV/0!	\$ 0.00	-
13							#DIV/0!	\$ 0.00	-
14							#DIV/0!	\$ 0.00	-
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23							#DIV/0!	-	-
24							#DIV/0!	-	-
25							#DIV/0!	-	-
TOTALS		\$ 354,000.00	\$ 354,000.00	\$ -	\$ -	\$ 354,000.00	-	\$ -	\$ 17,700.00
Expedite switchgear CO #1		\$ 15,658.50	\$ 15,658.50	\$ -	\$ -	\$ 15,658.50		\$ -	\$ 782.93
100 Man hour allowance - \$14,000		\$ 0.00		\$ -	\$ -	\$ -		\$ -	\$ -
UI Coffin Box/ installation CO#2 \$7,498.28				\$ -	\$ -	\$ -		\$ -	\$ -
UI disconnect OT CO#3 \$5,106.00				\$ -	\$ -	\$ -		\$ -	\$ -
Ticket work - extra CO #4 \$23533.78				\$ -	\$ -	\$ -		\$ -	\$ -
CO's 1-4 not covered by allowances		\$ 2,138.06	\$ 2,138.06	\$ -	\$ -	\$ 2,138.06		\$ -	\$ 106.90
Contract value should be \$345,000				\$ -	\$ -	\$ -		\$ -	\$ -
Deduct of \$9000 to correct final contract value		\$ (9,000.00)	\$ -	\$ (9,000.00)	\$ -	\$ (9,000.00)		\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Change Order Subtotals		\$ 8,796.56	\$ 17,796.56	\$ (9,000.00)	\$ -	\$ 8,796.56		\$ -	\$ 889.83
Total Value to date		\$ 362,796.56	\$ 371,796.56	\$ (9,000.00)	\$ -	\$ 362,796.56	0%	\$ -	\$ 18,589.83



VAN ZELM HEYWOOD & SHADFORD, INC.
10 TALCOTT NOTCH FARMINGTON, CT 06032-1800
P:(860) 284-5064 F:(860) 284-5098

January 6, 2026

Project No: 2024104.00

Invoice No: 0054330

Trumbull, Town of
Attn: Accounts Payable
5866 Main Stret
Trumbull, CT 06611-3113

Project 2024104.00 Middlebrook Elementary School HVAC Upgrades Cx

L/S \$29,965

P.O. #00000012-00 \$29,965 7/1/24; BID #6513

crandall.bam@gmail.com; kdion@trubullps.org;

Accounts Payable <apinvoices@trumbull-ct.gov>

Professional Services through January 3, 2026

Fee

Total Fee 29,965.00

Percent Complete	100.00	Total Earned	29,965.00
		Previous Fee Billing	13,783.90
		Current Fee Billing	16,181.10

Total Fee 16,181.10

Total this Invoice \$16,181.10

Billings to Date

	Current	Prior	Total	Received	A/R Balance
Fee	16,181.10	13,783.90	29,965.00		
Totals	16,181.10	13,783.90	29,965.00	7,191.60	22,773.40