

Middlebrook School Roof Building Committee Virtual Meeting  
February 15, 2022  
7:00 pm

Patricia Borghesan – Chairman	Steven Cahill
Robert Christiani – Vice-Chairman	Lynne Salta
Tony Scinto	Mark Hoffman
Joy Colon, TC Representative	Chris Bandecchi, BOE Representative
Michael Ward	

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Approval of Minutes – 12.8.21

Financial Report

Introduction of New Committee Members

Approval of Antinozzi Invoice

Update on project status:

PCR Meeting (2/2/22)

Next Steps

Bid Process

Scope of Work for Committee Going Forward

Possible Meeting Dates

Adjournment

Middlebrook Elementary School Roof Building Committee

Feb 15, 2022 7:00 PM

<https://us06web.zoom.us/j/85135184648?pwd=eFkzMVJib3dMTXpzd0Q2bXZKMS9DZz09>

Webinar ID: 851 3518 4648

Password: 142649

Join by telephone: (312) 626-6799 or (833) 548-0276 (Toll Free) / Webinar ID: 851 3518 4648

**Middlebrook Elementary School Roof Building Committee Virtual Meeting**  
**December 8, 2021**  
**7:00 pm.**

Present: Chairman Patricia Borghesan, Michael Ward, Tony Scinto, Lynne Salta, Mark Hoffman, Robert Christiani, Steven Cahill and Joy Colon (entered at 7:03 pm)

Also Present: Vicki Tesoro, First Selectman, Dave Conte, BOE, Cindy Katske, Chief Administrative Officer; Dawn Cantafio, Town Council; Dan Martin, Assistant Finance Director, Kevin Bova, Directory of Purchasing, Town Attorney James Nugent, Ashley Gaudiano, Town Council and Paul Lisi, Antinozzi Associates

The meeting was called to order at 7:00 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 September 13, 2021 as presented. Seconded by Mr. Hoffman and approved by unanimous consent.

**Town Council Updates**

Mrs. Cantafio noted the Town Council, at their last meeting with all newly elected members, passed four resolutions to regarding the Committee. They included increasing the committee membership and appointing two new members. Mrs. Borghesan and Mr. Ward were appointed as Trumbull residents on the Committee. Mrs. Borghesan will remain as chairman. Mrs. Cantafio thanked both for their continuing support and efforts. Joy Colon was appointed as a representative from the Democratic Town Council. The BOE will appoint a new Committee member at their next meeting.

Joy Colon entered the meeting at 7:03 pm and was sworn in by First Selectman Tesoro as a member of the Committee.

**Update on State Grant Application for the MSR**

Mrs. Borghesan updated the Committee noting the initial application submitted to the State was not accepted but with a minor detail corrected was resubmitted by November 10. The application was not rejected but a final approval letter has not been received. The State Office of School Construction Grants and Review is undergoing some changes and in speaking with a representative from that office, it was noted an acceptance letter should be expected after December 15. In preparation of receiving the letter, the meeting tonight is to approve the final plans and specs. There will be a presentation to the BOE and an emergency meeting of the Town Council on December 16. Once the letter is received, a meeting will be scheduled with the State to discuss next steps and going out to bid. Mr. Lisi noted he will be preparing some additional required documents and check lists for the State to review. Mrs. Borghesan noted there are still shortages and supply chain issues but the Committee will be working through the process to move forward.

**Approval of Middlebrook School Roof Final Drawings and Project Manual**

After the above discussion, motion was made by Mr. Hoffman to approve the final plans and project manual along with the cost estimates for the Middlebrook Elementary School Roof Project. Seconded by Mr. Ward. Discussion was held regarding the placement of the roof drains and the supply chain concerns. Roll call was conducted and all committee members voted to approve the motion.

**Discussion of Potential Next Meeting Dates**

Mrs. Borghesan noted that after all the meetings are conducted, once they hear from the State and schedule the meeting with the State with the architect, they will have a better idea of when they could go out to bid. There will be more detailed information to share with the Committee at that time.

Mr. Scinto questioned if anyone was keeping records of the expenditures for the project. Mr. Martin shared with the Committee a spreadsheet depicting the financial overview of the project. Mr. Bova noted that there have been many change orders on current projects because of the increasing costs. However, he felt this project might be okay with funding but there is still the possibility the award for the summer could go in either direction. Mr. Martin also noted they keep 10% contingency in the administration/owner account. It was requested that this financial overview be presented to the Committee at each meeting,

**Adjournment**

There being no further business, motion was made by Mr. Hoffman to adjourn the meeting at 7:20 pm. Seconded by Mr. Cahill and approved unanimously.

Respectfully submitted,

Barbara Crandall  
Clerk

# INVOICE



**ANTINOZZI ASSOCIATES**  
ARCHITECTURE & INTERIORS

Invoice Number: **971843369**  
 Invoice date: **31 December 2021**

To: Town of Trumbull 5866 Main Street Trumbull, CT 06611	AA project number: <b>21019</b> Project name: <b>Trumbull</b> <b>Middlebrook School Roof Replacement</b>
Attention: Kevin Bova	Project address: Middlebrook School, Trumbull, CT Client project number:

PHASE	Contract Amount	Earned To Date	Prior Billings	This Invoice
<b>Basic Services</b>				
Schematic Design	10,900.00	10,900.00	10,900.00	<b>0.00</b>
Construction Documents	32,400.00	32,400.00	32,400.00	<b>0.00</b>
Bid/Negotiation	1,800.00	0.00	0.00	<b>0.00</b>
Construction Administration	11,400.00	0.00	0.00	<b>0.00</b>
Subtotal	56,500.00	43,300.00	43,300.00	<b>0.00</b>
<b>Additional Services</b>				
State Grant Process	8,200.00	2,733.33	0.00	<b>2,733.33</b>
Subtotal	8,200.00	2,733.33	0.00	<b>2,733.33</b>
Total	64,700.00	46,033.33	43,300.00	<b>2,733.33</b>

Pay This Amount **2,733.33**

**AGING SUMMARY**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
971843369	12/31/2021	2,733.33	2,733.33				
	Total	2,733.33	2,733.33	0.00	0.00	0.00	0.00



Town of Trumbull  
 Middlebrook Roof Replacement  
 11120100-581888 B6052

Project Budget Worksheet	Purchase Orders/ Budget	Change Orders	Total Purchase Orders/ Budget	Payments To Date 2/7/2022	Purchase Orders Balance	Balance Available 2/7/2022
B6052 Middlebrook Roof Replacement						
Antinozzi & Associates (PO 20210974)						
Schematic Design	10,900.00		10,900.00	10,900.00	-	-
Construction Documents	32,400.00		32,400.00	32,400.00	-	-
Bid/Negotiation	1,800.00		1,800.00		1,800.00	-
Constructon Administration	11,400.00		11,400.00		11,400.00	-
State of CT Construction Grant Administration	8,200.00		8,200.00		8,200.00	-
Total Antinozzi & Associates (PO 20210974)	64,700.00		64,700.00	43,300.00	21,400.00	-
Roofing Contractor			-		-	-
Subtotal	64,700.00	-	64,700.00	43,300.00	21,400.00	-
Admin. Costs / Owner's Expenses	1,600,300.00		1,600,300.00	2,067.46		1,598,232.54
Total	1,665,000.00	-	1,665,000.00	45,367.46	21,400.00	1,598,232.54
						1,598,232.54