HILLCREST MIDDEL SCHOOL BUILDING COMMITTEE

MEETING AGENDA – APRIL 21, 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 – MARCH 31, 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 – BISMARK
viii. EXECUTIVE SESSION
    1. REVIEW OF THIRD-PARTY STRUCTURAL ENGINEER'S PROPOSALS
    2. REVIEW OF REVISED PLA AGREEMENT PROPOSED FOR HMS PROJECT
ix. ACTIONS / APPROVAL OF BUILDING COMMITTEE - IF REQUIRED
x. DATE OF NEXT MEETING
xi. ADJOURNMENT

Hillcrest Middle School
Building Committee

TOWN OF TRUMBULL
CONNECTICUT

Town Hall
5866 Main Street
Trumbull, Connecticut 06611

Hillcrest Middle School Building Committee
March 31, 2026
7:00 pm
Council Chambers, Trumbull Town Hall

Present: Joseph Costa, Andrew Lubin, Jeff Alterman, Bill Mecca, John Morello, Bob Gerbert and Fran Basbagill

Absent: J.C. Cinelli and Ann Sather

Also Present: Robert Tencza, Arcadis; Gregory Raucci, Bismark Construction; John Butkus, Arcadis; Michael Scott, TSKP; Town Attorney James Nugent; Maria Pires, Director of Finance; Kevin Dion, Director of Operations, Board of Education

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

Past Minutes
Mr. Lubin motioned to approve the minutes of March 10, 2026 as written; seconded by Mr. Mecca. Approved with abstention from Mr. Gerbert.

Public Comment
Bill Finch, 11 Ward Place – Thanked the Committee for their work on this project. Reminded the members that the best deal for the taxpayers is to do a PLA. Noted the benefits for the community. Need to balance what is best for the Town; not doing a PLA puts the Town in jeopardy.

Tony Cavalli, 35 Primrose Drive – 32-year electrical inspector for Bridgeport. Worked on numerous schools in Bridgeport with PLAs in place; jobs well done on time/within budget. Spoke on the hiring of local tradesman.

Dan McInerney, 90 Canoe Brook Road – spoke on the job fairs that would be offered at the high school and two middle schools. Training program is free. Individuals work during the day and attend school. Spoke on the specifics of the electrical training component. Asked to put the members to work so they can support the community. Noted the First Selectman is in favor of a PLA. Mr. Nugent will be reviewing a draft PLA for the project.

Review and Approval of Invoices

Mr. Tencza presented the following invoices for approval:

1. Arcadis Invoice for services in February - #3611731 in the amount of $15,400 – **Mr. Mecca motioned to approve the invoice; seconded by Mr. Gerbert. Approved unanimously.**
2. Sustainable Engineering Solutions Invoice #5818 in the amount of $6,125.00. Did complete 50% CD document review and submitted it to the Design Team. **Ms. Basbagill motioned to approve the invoice; seconded by Mr. Mecca. Approved unanimously.**

New Business

Architect's Project Update - TSKP – Mr. Scott noted the following:

1. Worked on the Phase I construction document package and presented to the Committee for approval.
2. Met with school administration, as they move from design development to construction documents, to provide more detail of the educational programmatic needs.
3. Met with Town departments for the school security infrastructure review that is a comprehensive buy-in from the Town from primary authorities having jurisdiction, school administration, school facilities. This included procedures to keep students safe in all types of emergencies. They have a good direction to work in and will meet again prior to issuing the Phase 2 construction documents.

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

1. Assisted Purchasing with the RFPs for third party structural and code reviewers; packages were reviewed. There is an urgency to approve the code reviewers RFP tonight; third party structural review can wait until the next meeting.
2. Met with Bismark, Public Works and Parks and Rec to review project timelines and impacts.
3. Met with TPS and the Town on a safety and security meeting to determine what is needed both interior and exterior.
4. Met with the Design Team to start the new utility connections with associated paperwork; working with the Town to complete the paperwork and return to the Design Team.

(Costa) – do we have the approval from OSTA. (Tencza) – no approval at this time; had three questions - one for the Building Official (acknowledge they will not issue a permit until OSTA approval), one for the local traffic authority (regarding the traffic study) and BOE Superintendent (land use because they did not go through Zoning). Need a response to add to the paperwork; should be back this week and sent out. (Scott) – felt this matter should be completed before they go to the PCR; if not, this review can often help move paperwork forward. (Lubin) – do we need a code reviewer to submit to the State for the review. (Tencza) – yes – Fire Marshall, Building Official, 504 and Health Department.

90-Day Look Ahead –

1. Approval of the Phase 1 documents requested; will be attending the Board of Education meeting next week for their approval and signature. With successful approvals, they will move to a PCR with OGA. If favorable and OSTA approval received, they will be going out to bid for Phase 1.

2. May Outlook – Phase 1 bidding; Phase 2 construction documents completion and estimating rounds; issuing an RFP for Materials Testing Agency to have them on board in June in time for start of construction.
3. June Outlook - Start of construction deadline of June 6 – Mr. Butkus noted the referendum was in November and the Town promptly submitted required documentation to the State. It was perceived that the two years from grant award was tied to the November date. The actual letter was signed in November but dated June 6 because that was the date of the legislative action that provided the funding for the project. The two-year deadline is actually June 6, 2026. Two ways to meet the deadline is to break off a small piece of the Phase 1 for the temporary security fencing around the property and issue the contract ASAP. Alternative would have the Superintendent request an extension of the deadline.

(Costa) – when is the anticipated bid due date. (Butkus) – May 18, 2026; is it possible to have a contract in three weeks. (Butkus) – project team can make it work; Finance Director indicated the approval of the mini-GMP does not have to go back through Town Council. Would need a notice of intent for the contract; contract amendment could be done for all of Phase 1. (Lubin) – consequences of not starting on time. (Butkus) – in legislative terms, the grant expires. Extension of the date is within days of submission of the Superintendent's letter. No downside to asking for an extension with construction starting a month later. **It was agreed to request the Superintendent to submit a letter to the State for an extension.**

4. Also in June looking to have a Phase 1 notice to proceed to Bismark. They will obtain the building permits. Selecting a materials testing agency that will test soils, aggregates, concrete, steel for quality assurance. Building Committee and Board of Education approval of Phase 2 documents to set up the OGA PCR for July.
5. Schedule was reviewed for the first package.
6. The four Code Reviewer bids were discussed. (Gerbert) – no architectural representation in any bid. (Nugent) – Town holds the contract; should be completed ASAP. (Costa) – **Mr. Gerbert motioned to approve award to WSP USA Buildings, Inc. for the Third Party Code Reviewer; seconded by Mr. Lubin.** This is in the master budget. **Approved unanimously.**
7. Bid submissions for the Third Party Structural Reviewer were reviewed at a high level but no action was taken to afford the Committee members time to review each submission.

<u>Construction Manager Update – Bismark</u> – Mr. Raucci noted the following:

1. Attended the site Security meeting.
2. Spoke with DPW regarding total fill leaving the site.
3. Continue to meet with the structural team and Mr. Scott on RAM (early detailing package).
4. Updated pre-construction schedule, developed the site safety plan and reviewed the logistics with all necessary parties.
5. Bid packages approved by CHRO were reviewed for Phase 1.
6. Add Alternatives/Deducts were reviewed for Phase 1.
7. Allowance Schedule was reviewed.

(Costa) – is storm water control covered in the scope package. (Raucci) – budget includes coverage for unknowns.

8. Site Modeling was shown. Depicts how much fill will be coming out; where the building is - roughly 17,000 cubic yards but total yardage of fill will be 40,000 in and out including the building, demolition and grading.
9. Discussed the Phase 1 GMP – bids due May 18; fencing contract possible.
10. Site work budget reviewed; includes contingency percentages, general requirements, liability, bonds, permits. Escalation has been covered at 3%.
11. Site logistics were reviewed - start date is July 6; 2026; building phases were presented with a completion date of April 15, 2029.
12. Safety signage on Daniels Farm Road noted.

Mr. Butkus referenced a discussion held with DPW and Parks with regard to the front portion of the property that dips down from the parking lot to Daniels Farm Road. DPW has a considerable amount of available fill this summer that would allow that depression to be brought up to the level of the parking lot. This would allow Parks flexibility in the long term if a field is not feasible at this time. No decision has been made on this but would need to be completed by Fall. This would be no cost to the project. (Costa) – fill consistency and placement needs to be considered. The Design and Construction Teams should review and inform the Committee as to the feasibility.

Next Meeting
April 14, 2026 at 7:00 pm.

Actions/Approvals of Building Committee
Mr. Butkus requested approval of the documents to be sent to the State for the plan review including the drawings for Phase 1, project manual/technical specs, bidding requirements and the budget. By giving approval, the Chairman has authority to sign the form to request the plan review. A similar presentation and request for a vote will be at the Board of Education meeting next week. **Ms. Basbagill motioned that the Building Committee approve the submission of documents for Phase 1 for Plan Review by the Office of Grants Administration; seconded by Mr. Gerbert. Approved unanimously.**

Mr. Costa noted he will be making a presentation to the Town Council next week to update them on the status of the project. TSKP was requested to provide visuals and Arcadis requested to provide updated budget information.

PLA vote is required before they go to bid. Mr. Butkus noted with the bidding schedule, they recommend to carve out Phase 1 which is a small percentage of the total construction cost. The largest dollar value in Phase 1 is the drilling of the wells which is often excluded in PLA text. A PLA needs to go before Council for approval. To have the document ready for Phase 1 is in conflict but should aim for inclusion in the document package for Phase 2. (Nugent) – will investigate the approval requirement by the Town Council.

Adjournment
There being no further business, motion was made by Mr. Lubin to adjourn the meeting at 8:08 pm; seconded by Mr. Morello. Approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk