HILLCREST MIDDEL SCHOOL BUILDING COMMITTEE

MEETING AGENDA – MAY 12, 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 – APRIL 21, 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
    4. AUTHORIZATION TO EXECUTE e2 ENGINEERS CONTRACT
viii. ACTIONS / APPROVAL OF BUILDING COMMITTEE - IF REQUIRED
ix. DATE OF NEXT MEETING
x. ADJOURNMENT

Hillcrest Middle School
Building Committee

TOWN OF TRUMBULL
CONNECTICUT

Town Hall
5866 Main Street
Trumbull, Connecticut 06611

Hillcrest Middle School Building Committee
April 21, 2026
7:00 pm
Council Chambers, Trumbull Town Hall

Present: Joseph Costa, Jeff Alterman, Bill Mecca, John Morello, Bob Gerbert, Fran Basbagill, J.C. Cinelli and Ann Sather

Absent: Andrew Lubin

Also Present: Robert Tencza, Arcadis; Gregory Raucci, Bismark Construction; John Butkus, Arcadis; Michael Scott, TSKP; Town Attorney James Nugent; Lisa LoBuono, Assistant Director of Finance

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

Past Minutes
Mr. Gerbert motioned to approve the minutes of March 31, 2026 as written; seconded by Mr. Mecca. Approved with abstentions from Mr. Cinelli and Ms. Sather.

Public Comment
No public comment.

Review and Approval of Invoices
Mr. Tencza presented two invoices for approval.

1. **Ms. Sather motioned to approve Arcadis Invoice #36119139 in the amount of $15,400 for services through March 31, 2026; seconded by Mr. Cinelli and approved.**
2. **Ms. Basbagill motioned to approve TSKP Invoice #250501-10 in the amount of $304,000 for services through March 31, 2026; seconded by Mr. Mecca and approved.**

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

1. The project is moving along smoothly.

2. Working towards the May 19 deadline to issue the pricing documents that become the code review documents for the third party peer review and code review.
3. Environmental Consultant conducted additional testing when the school was empty and updated the abatement and demolition reports. Estimates dropped approximately $200,000 because they found less material than expected. They had access to larger portions of the property to confirm information.
4. Reaching out prior to the pricing documents to facilities and educators to make sure they have done everything requested so they can be captured in the final CD scope.
5. Attestations from the required Town Departments were submitted to TSKP and were forwarded to OSTA by Langdon. Approval should be soon.

OPM's Project Update

Mr. Tencza noted the following:

1. Third Party Code Reviewer was discussed. Attorney Nugent was working on WSP contract and it was determined they missed a scope in the RFP with regard to codes and reviews. After further review and discussion, it was the recommendation of Arcadis to rescind the recommendation for WSP and award Russell and Dawson a contract for the Third Party Code Reviewer. Their cost estimate is still within budget at $75,000 and within scope. WSP estimate was $32,000.
2. Material Testing Services RFP - material testing agent is the quality control consultant on site. Conducts soil analysis to meet the specifications in the geotechnical report and testing such as compaction of fill in the pit area, concrete, masonry, structural steel. This is scheduled to go out next month. Mr. Tencza noted Michael Horton, TSKP, has worked on the specifications for each building element. This has been approved by the Building officials. Bid form is being developed with Bismark and will be sent for signatures. Expect a three week turnaround with bids back before Memorial Day leaving an appropriate length of time to on board.
3. Special Inspections Coordinator – a licensed engineer that will review the inspection reports from the different agencies. They make sure everything is closed appropriately. Different options were presented to secure this coordinator including hiring Michael Horton, TSKP, direct which is very common in the business or putting the position out to bid to solicit an outside engineer. Past experience has the engineer of record in this position. Would need to review the Town's procurement policies for bidding the position. Mr. Gerbert and Mr. Costa felt it best to retain Mr. Horton for the position. This would be an add service to the TSKP contract; they would bring it forward for approval. Cost is competitive and usually less when taking this direction. Mr. Scott will prepare the information for presentation to the Committee.
4. Had a successful meeting with the Plan Reviewers and came back with a few check list items such as signatures on documents (problem with DocuSign to be resolved; slightly behind schedule because of these signatures); OSTA permit, new space calculation worksheet to be completed that came out in November and revisions to the scope letter.
5. Grant extension request was submitted for one year; no response to date.
6. Working with the Design Team, TPS and the Town on permits and new utility services.
7. April 2026 – OSTA approval; issue Materials Testing Services RFP.

8. May 2026 – Phase 1 bidding begins; Phase 2 Construction Documents completion and estimating – third party reviewer will review; select Material Testing Agency.
9. June 2026 – Start of Construction deadline June 6 – extension request submitted; Phase 1 Notice to Proceed; Phase 1 building permit; June 9 – HMSBC and BOE approval of Phase 2 Construction Documents.
10. July 2026 – Construction begins; go to the State for Phase 2 PCR.
11. Schedule was reviewed with changes as discussed.
12. Encumbered $14,563,208 in contracts; paid to date approximately $2,780,000; still waiting for the first OGA reimbursement (April/May).
13. Owners Contingency is over $8,000,000.
14. EnergizeCT was discussed. UI is the program administrator. As part of the program, they must hire an energy consultant that will review design documents, energy model, completion documents and assess EUIs of the building 12 months after occupancy. This review will determine the incentive returned to the Town; incentive is a 50/50 split with the consultant. Looking for approval to spend $6,970 as the Town's share for the program. Consultant would be Karpman Consulting. No contract; administered through UI; proposal document has been received. Hoping for a six-figure incentive at the end.

Additional discussion was held regarding the time extension and the fencing installation. Grant is secure with either option implemented.

Ms. Sather motioned to approve writing a check to UI for $6,970 in support of the energy incentive program; seconded by Mr. Gerbert and approved.

Ms. Sather motioned to rescind the initial award to WSP and award Russell and Dawson for the amount of $75,000; seconded by Mr. Gerbert. Bids were discussed with regard to qualifications and scope; Russell and Dawson carried the full scope within the documents. **Motion approved.**

<u>Construction Manager Update</u>

Mr. Raucci noted the following:

1. Developing bid packages for Phase 2.
2. PCR meeting was held and previously discussed.
3. Working on the animated model for TPS to be presented on May 5.
4. Meeting with Structural Design Team and RAM Detailing to project time line and review RFIs with Detailers.
5. Discussed special inspections for the overall project including hours/days needed for the lifts regarding the fill for the pit area.
6. Constructed an overall draft for the new school.
7. Animated model was shown and discussed.

Executive Session

Mr. Gerbert motioned to enter into Executive Session at 7:47 pm to review the Third Party Structural Engineer's proposals and review the revised PLA agreement proposed for the HMS project; seconded by Mr. Mecca. Invited to the Session included the Committee members and Attorney Nugent. **Motion approved. Ms. Sather motioned to exit Executive Session at 8:18 pm; seconded by Mr. Alterman and approved.**

Actions/Approval of Building Committee

1. **Ms. Basbagill motioned to approve e2 Engineers, LLC for the Third Party Structural Engineer; seconded by Mr. Cinelli.** Amount for e2 Engineers is $13,500. **Motion approved.**
2. **Mr. Morello motioned to approve the PLA as amended by Attorney Nugent; seconded by Mr. Mecca. In favor – Morello, Mecca, Gerbert; Opposed – Basbagill, Costa, Cinelli, Alterman and Sather; no abstentions. Motion failed 3-5-0.**

Next Meeting

The April 28 meeting is cancelled; next meeting will be May 12, 2026.

Adjournment

There being no further business, Ms. Basbagill motioned to adjourn the meeting at 8:21 pm; seconded by Mr. Cinelli and approved.

Respectfully submitted,

Barbara Crandall
Clerk