



TOWN OF Trumbull CONNECTICUT

HILLCREST MIDDLE SCHOOL BUILDING COMMITTEE

MEETING AGENDA – JANUARY 28, 2026, AT 7:00 PM

LOCATION: TRUMBULL TOWN HALL
TOWN COUNCIL CHAMBERS
5866 MAIN STREET
TRUMBULL, CONNECTICUT

- i. CALL TO ORDER
- ii. PLEDGE OF ALLEGIANCE
- iii. ROLL CALL
- iv. APPROVAL OF MINUTES – JANUARY 13, 2026
- v. PUBLIC COMMENT
- vi. REVIEW AND APPROVAL OF INVOICES
- vii. NEW BUSINESS
 1. ARCHITECT'S PROJECT UPDATE – TSKP
 2. OPM'S PROJECT UPDATE – ARCADIS
 - i. INVOICE #36097368
 3. CONSTRUCTION MANAGER UPDATE – BISMARK
 4. DATE OF NEXT MEETING – FEBRUARY 10, 2026
 5. ACTIONS / APPROVAL OF BUILDING COMMITTEE - IF REQUIRED
- viii. ADJOURNMENT

**TOWN OF TRUMBULL
CONNECTICUT**

Town Hall
5866 Main Street
Trumbull, Connecticut 06611



**Hillcrest Middle School Building Committee
January 13, 2026
7:00 pm
Council Chambers, Trumbull Town Hall**

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

Absent: Bob Gerbert

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

The meeting was called to order at 6:58 pm followed by Roll Call and the Pledge of Allegiance. Mr. Costa noted the Design and Development estimate will be completed soon and Construction Documents will be started. These documents will be ready for review by the State and local parties and then out to bid. Hopefully, construction will be started at the end of the summer.

Past Minutes

Motion was made by Mr. Lubin to approve the minutes of December 9, 2025 as written; seconded by Mr. Cinelli. Motion was approved with abstention from Mr. Alterman.

Public Comment

No public comments.

Review and Approval of Invoices

Mr. Tencza presented the following invoices for approval:

1. TSKP Studio Invoice #250501-7 in the amount of \$321,870 for work performed through 12/31/25. This amount includes the Geothermal test well work with a 10% mark-up.
2. Arcadis Invoice #36097368 for \$15,400 for work performed through 12/31/25.

Motion was made by Mr. Lubin to approve the TSKP Studio Invoice for \$321,870. Seconded by Mrs. Sather and approved. Unanimous.

Motion was made by Mr. Cinelli to approve the Arcadis Invoice for \$15,400.00. Seconded by Mr. Mecca. Unanimous.

New Business

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

1. Since December 9, a team meeting was held with Trumbull Public School staff and the consultants.
2. On December 18, pricing documents, drawings and specifications were issued to Bismark, Arcadis and the third party estimator.
3. CT Wells did a great job putting the test well in. It ran for the required time and produced the documentation data. It was with confidence that the wells were reduced from 110 to 100 as reflected in the documents. This number will be refined as the project progresses.
4. IWWC meeting was held. No action was taken at that time but expect something in February.
5. It is hoped to get good estimates and a robust presentation can be expected at the next Committee meeting.

Questions

1. (Costa) – reduced number of wells is good news – depth. (Scott) – 600 feet.
2. (Costa) – was there a public hearing at the IWWC meeting or just a submission. (Scott) – it was a public hearing with more information expected in February. Planning and Zoning has given a project recommendation. State traffic information has been submitted.
3. (Costa) – has there been a reconciliation meeting between the two estimators. (Scott) – will be discussed in Bismark's presentation.
4. (Lubin) – cost of each well. (Scott) - \$26,000. A 10% reduction is good for the project.
5. (Cinelli) – as the geothermal continues to be installed, will the count fluctuate. (Scott) – this will be monitored as the project progresses. It is not expected to change significantly. The system is designed to go on-line with 6-10 wells in a group; if there is a tipping point, they would need to increase the number.
6. (Morello) – does that mean there is less impact on the athletic fields. (Scott) – yes.

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

1. Design and Development documents are submitted and going through pricing. They have been sent to SES, the Commissioning Agent. A review/comment report is expected at the end of the month. Comments will be taken into consideration as they move forward.
2. Working with Trumbull Public Schools, through Kevin on the facilities side and Jeff on the IT side, for the SES Commissioning Owner's project requirements. This helps SES to lay out Standard Operation Procedures on how they would like their systems set up so they can place them in the documents.
3. Sending all DD documents to town departments for review.
4. Worked with the First Selectman to sign as the owner for the IWW application and the checklist requirements.
5. Submitted a draft RFP for the third party structural review consultant that is required. They will do a check and balance on the design and provide reports on the project.
6. Working with the team regarding the cash amount for Phase 1 and Phase 2.

7. For the 90-day look, they are reconciling estimates through Bismark and TSKP. They will be looking for approval on the estimate at the next meeting. Phase 1 should be started after Trumbull Day/early July.
8. Looking for approval of Phase 1 documents in March/April.

Questions –

1. (Costa) – what is included in Phase 1. (Tencza) – site enablement, site work and geothermal wells.
2. (Costa) – Phase 2 contains all remaining packages. (Tencza) – yes.
3. (Costa) – have conversations been held with the State regarding the plan. Are they comfortable with going out with an enabling packet. (Tencza) – it is a very common practice. Discussing reaching out to OGA to set up initial discussions to let them know what is being considered for a Phase 1 PCR. (Costa) – is a reviewer required. (Tencza) – yes one is assigned.
4. (Alterman) – is consideration being given to the insect infestation. (Tencza) – will be addressed at the appropriate time in the project.

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

1. Working on review of the drawings from TSKP.
2. Estimates should be completed at the end of the week. A reconciliation meeting will be held on January 20.
3. Holding meetings with TSKP and Arcadis to review wetland constraints and allocation for pavement near the Agriscience School.
4. Reviewed with Langdon utilities placement to avoid problems.
5. Starting to work on the pre-construction schedule. Working to start around July 1.
6. Near future projects are the reconciliation estimates, working with Frontier so their system on site is not disrupted as it affects a wide area around the school, possibly adding additional inspections to Arcadis' contract, wrapped up the DD which will be shared in two weeks with the estimate.

Questions –

1. (Costa) – how does the market look and how are the numbers. (Raucci) – feels the numbers look great coming into the new year. Contractors will be looking for work.
2. (Costa) – Phase 2 packages, when will they be out. (Raucci) – should be out in July. GMP will be late August/September.

Clarification – Mr. Scott noted the IWWC meeting was not a public hearing just a plan review. There was a discussion about a public hearing but the Town's council clarified what is required. It was decided a public hearing was not necessary, due to the minimal impact on the wetlands.

Next Meeting

January 27, 2026 at 7:00 pm in Council Chambers.

Additional Questions

1. (Costa) – will the Committee receive documents for review prior to the next meeting. (Butkus) – yes, part of the package will be the reconciliation estimates.
2. (Morello) – what is the status of the solar, right now it is an alternate. How will it be worked into the package. (Scott) – PVs were not part of the original appropriation. It is a large amount to add. The market is good for the project. It would be advantageous to bid the project with a robust range of alternates. He is hopeful that on bid day, they will be able to decide on a PV package. The other alternative is to wait until the demolition of the existing school to review contingency availability. No decision will be made prior to bid day. (Morello) – how does it impact the Town and Board of Ed, if the decision is further down the road. (Scott) – budgeting would be impacted with regard to fuel oil and electricity. A Power Purchase Agreement could be entered into earlier as another option.
3. (Lubin) – what is the status of negotiations with the existing power source contract. (Butkus) – looking at the current contract and the date of projected demolition, cost of buy out for the remaining life of the Power Purchase Agreement (PPA) is in the neighborhood of \$300,000. This is being monitored and conversations will be held with the provider when demolition discussions are held to calculate the true value. (Lubin) – is this also a possible provider for the new school. (Butkus) – the project intends to purchase the PV as a component of the building itself and not pursue another PPA. It can be pursued, if circumstances change. (Costa) – what is in the actual bid package for the base support needed. (Butkus) – base design plans would include all infrastructure required whether purchased or leased. Would include a place in the main panel board for the breaker, would not buy inverters but would run conduit from the main electrical service to a point of connection on the roof and the structural design of the roof would be designed to accept the weight of the panels.

New Business

Mr. Bova noted all future payments will be made to the teams by wire transfers to avoid any problems in the future.

Adjournment

There being no further business, motion was made by Mr. Cinelli to adjourn the meeting at 7:31 pm; seconded by Mr. Mecca. Unanimous.

Respectfully submitted,

Barbara Crandall
Clerk

INVOICE

Town of Trumbull, CT
Attn. : Kevin Dion
Trumbull Public Schools, 6254 Main Street
Trumbull, CT 06611
United States

Arcadis U.S., Inc.
Bank of America
Acct: 8188093937
ACH: 071 000 039 Wire: 026009
593
SWIFT: BOFAUS3N
Remit-mailbox@arcadis-us.com
62638 Collections Center Drive
Chicago, IL 60693-0626

Invoice Date	09-Jan-2026	Invoice Number	36097368
Due Date	08-Feb-2026	Payment Term	30 days
20260483			
Arcadis Reference Number	30282292	Project Number	30282292
Arcadis Reference Name	New Hillcrest Middle School	Project Name	New Hillcrest Middle School
Services Through	28-Dec-2025	Project Manager	John Butkus
		Client Contact	Kevin Dion

Professional Services to 28-Dec-2025

Project - Task	Phase	Total Contract Value	Total Billed	Previously Billed	% Billed	This Invoice
30282292 - 01	1-Labor Task	1,260,763.00	96,300.00	80,900.00	7.64	15,400.00
		1,260,763.00	96,300.00	80,900.00	7.64	15,400.00 USD
Total This Invoice						15,400.00 USD

Town of
Hillcrest
KZ
1/21/26

Bank Name BANK OF AMERICA N.A. Bank/Branch Code BOFA-071923284
Account No. 8188093937 SWIFT BOFAUS3N
Remittance Address: Remit-Mailbox@arcadis-us.com
Please Include the invoice number on all payments and include remittance copy with all postal payments. Late payments will be assessed according to contract terms.

Arcadis Billing Plan
Hillcrest Middle School
Proj. No. 30282292

ISSUED September 25, 2025

Purchase Order # 20260483

Original Contract Value \$1,260,763

Phase	# of billing months	Duration	Billing per month	Total
Schematic Design Services	1	Sep-'25	\$ 50,100.00	\$ 50,100.00
Design Development thru GMP	11	Oct-'25 thru Aug-'26	\$ 15,400.00	\$ 169,400.00
Design Development thru GMP	1	Sep-'26	\$ 15,325.00	\$ 15,325.00
Construction Phase Services	27	Oct-'26 thru Dec-'28	\$ 35,000.00	\$ 945,000.00
Post Construction Services	6	Jan-'28 thru Jun-'28	\$ 11,000.00	\$ 66,000.00
10 Month Warranty End Review	2	Nov-'29 thru Dec-'29	\$ 7,469.00	\$ 14,938.00
Total contract value				\$ 1,260,763.00

FEE CHECK	
SD Total	\$ 50,100.00
DD-GMP Total	\$ 184,725.00
Const. Total	\$ 945,000.00
Post-Const. Total	\$ 80,938.00
Project Total	\$ 1,260,763.00

Staff Hourly Rates for Additional Services (Valid through December 2029)

John Butkus - Principal in Charge \$215.00
Robert Tencza - Project Manager \$185.00
Zachary Machold - Project Manager (Field) \$165.00
Emily Sifuentes - Financial Controls Manager \$165.00