HILLCREST MIDDLE SCHOOL BUILDING COMMITTEE

MEETING AGENDA – SEPTEMBER 29, 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 – SEPTEMBER 8, 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
    3. CONSTRUCTION MANAGER UPDATE – BISMARK
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
September 8, 2026
7:00 pm
Council Chambers, Trumbull Town Hall

Present: Joseph Costa, Jeff Alterman, Bob Gerbert, John Morello, Ann Sather, Fran Basbagill, Bill Mecca Andrew Lubin and J. C. Cinelli (entered at 7:07 pm)

Also Present: Robert Tencza, Arcadis; Gregory Raucci, Bismark Construction; Jeffrey Brown, TSKP: Lisa Lobuono, Assistant Director of Finance; Attorney James Nugent

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

Past Minutes
Mr. Lubin motioned to approve the minutes of August 11, 2026 as written; seconded by Ms. Sather. Motion passed with abstentions from Mr. Lubin and Mr. Mecca.

Public Comment
No public comment.

Review and Approval of Invoices
Mr. Tencza presented the following invoices for approval:

1. Bismark Invoice #4 for services through July 2026 in the amount of $154,593.88.
2. Arthur J. Gallagher Risk Management Services, Invoice #6315773, for insurance coverage through December 31, 2029 in the amount of $274,257.00. Mr. Tencza noted $89,757 will be taken from Owner's Contingency and discussed coverage details. Some savings may be seen if the project is completed early.

Ms. Sather motioned to approve the two invoices presented for a total amount of $428,850.88; seconded by Mr. Mecca and approved unanimously.

New Business
Architect's Project Update – TSKP
Mr. Brown noted they are answering pre-bid RFIs at this time.

OPM's Project Update

Mr. Tencza noted the following:

1. Received OGA approval to go out to bid; receiving bids on September 17.

Mr. Cinelli entered the meeting at 7:07 pm.

2. Builder's Risk Coverage – previously explained.
3. Held the first Owner/Architect/Contractor meeting (OAC); this is a biweekly meeting for the full project team.
4. Multivista was on site for the first time.
5. Conducting routine site visits; watching site clearing, fencing, erosion control and communicating with the Town on upcoming inspections and distribution of reports.
6. Change Order Work Group discussion was held. Mr. Tencza reviewed the importance of this group in reviewing Change Orders outside of the Committee meetings to expedite decisions. This group would meet on an on-going basis on a designated date; urgent reviews would require calling additional Committee meetings. Attorney Nugent discussed the regulations to be followed with FOI and conducting Committee business outside of a full Committee meeting. Specifics need to be addressed as to day and time. This group would review requests and gather information but not vote to approve any changes. Mr. Gerbert, Mr. Lubin and Mr. Cinelli (alternate) will be assigned this task; Mr. Dion will also participate.
7. **Mr. Lubin motioned to give authority to Arcadis to spend up to $10,000 for Change Orders in the ordinary course where it could not come to the Committee; seconded by Ms. Sather. Approved unanimously.** A Change Order Working Group heading will be added to the agenda to review any information to come before the entire Committee.
8. Look Ahead Schedule – bids expected on September 17, scope review for the subcontractors. Committee meeting on September 22 and/or September 29 to receive recommendations. Educators would be given the opportunity to speak to the Committee on September 29. Mr. Costa requested a summary table and estimated values be provided for review.
9. September 29 is the recommendation to move forward; GMP approval on October 13.
10. Financials were reviewed. $4.3 million spent to date with 22% of that amount reimbursed by the State to date. Reimbursement request #2 has been submitted. Master budget and Owner Contingency were reviewed. Total budget spent is 3.02%.

Construction Manager Update

Mr. Raucci noted the following:

1. Site is being stripped.
2. Bid documents for Phase 2 are out; held pre-bid walk throughs.
3. Managed pre-bid RFIs and addendums. Three addendums were discussed.
4. Receiving bids on September 17; performing scope reviews for concrete and steel.
5. Recommendations will be prepared for September 29 and issue a letter of intent.
6. Tentative ground breaking ceremony discussed for October 15.
7. Site contractor set up erosion control; site safety signage is up, scrim is on the fencing, public safety notes provided for the school community and residents.
8. Prepping for the geothermal wells; work starting October 1; UI updates.
9. All soil is being reused on site.
10. Milestone dates were noted.

11. Cash flow plan will be done after the last bids are received.
12. Geothermal installation should take approximately 150 days for 110 wells; done by CT Wells.

Discussion was held regarding the ground breaking ceremony; date to be determined.

Actions/Approval of Building Committee

No additional approvals.

Next Meeting

The September 22, 2026 meeting was cancelled and rescheduled to September 29, 2026 at 7:00 pm.

Adjournment

There being no further business, Ms. Basbagill motioned to adjourn the meeting at 7:44 pm; seconded by Mr. Cinelli. Approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk