

Middlebrook Elementary School/Booth Hill Elementary School  
Roof Building Committee Meeting  
Long Hill Conference Room – Town Hall  
Wednesday, October 11, 2023  
7:30 PM

Patricia Borghesan – Chairman  
Joanne Glasser Orenstein  
Tony Scinto, TC Representative  
Joy Colon, TC Representative

Michael Ward – Vice-Chairman  
Lynne Salta  
Chris Bandecchi BoE Representative  
Steve Cahill

AGENDA

Call to Order

Pledge of Allegiance/Roll Call

Approval of Minutes September 13, 2023

**Middlebrook Elementary School Roof Project**

This portion of the meeting will focus solely on the Middlebrook School Roof Project

Project Update

1. Financials

Approval of Silktown Invoice

**Booth Hill Elementary School Roof Project**

This portion of the meeting will focus solely on the Booth Hill School Rood Project

Project Update

1. Financials

Approval of Antinozzi Associates Invoice

Update on the Project Status

Next Meeting Date

Adjournment

Middlebrook and Booth Hill Elementary School Roof Building Committee Virtual Meeting  
September 13, 2023  
7:30 pm

Present: Chairman Patricia Borghesan, Tony Scinto, Lynne Salta, Michael Ward, Joy Colon (entered at 8:14 pm) and Steven Cahill

Absent: Chris Bandecchi and Joanne Glasser Orenstein

Also Present: Kevin Bova, Director of Purchasing; Dan Martin, Assistant Finance Director; Dave Cote, TPS Director of Operations; James Nugent, Town Attorney; Paul Lisi, AIA, Antinozzi Associates and Cindy Katske, Chief Administrative Officer

The meeting was called to order at 7:32 pm followed by the Pledge of Allegiance.

**Past Minutes**

**Motion was made by Ms. Salta to approve the minutes of August 1, 2023. Seconded by Mr. Cahill and approved by unanimous consent.**

**Middlebrook Elementary School Roof Project**

Financials were reviewed. No comments or questions.

Antinozzi Associates Invoice for Construction Administration for Middlebrook Elementary School for \$3,420.00 – **Motion made by Mr. Ward to approve the invoice. Seconded by Ms. Salta and approved by unanimous consent.**

**Motion was made to take the Silktown Invoice for \$404,746.12 out of order by Ms. Salta. Seconded by Mr. Cahill and approved by unanimous consent. Motion was made by Ms. Salta to approve the invoice submitted for \$404,746.12. Seconded by Mr. Cahill.** This invoice includes roofing labor, EPDM material, insulation material, sheet metal material, sheet metal labor, shingles labor, plumbing, ladders and part of the close out & clean up fee. There is still a small amount due. Paid to date - \$1,564,936. Punch lists are being reviewed. They are 99% complete. **Approved by unanimous consent.**

**Silktown Change Orders**

1. COR #2 – Mr. Cote noted #2 is not in the correct format. This is a compilation of Change Orders. The State requires individual orders so Change Order #2 is not valid.
2. COR #3 – Mr. Cote noted this is a credit of \$28,000.00. When the foreman came on the job, he reviewed the location of the roof drains and came up with a different plan that resulted in less plumbing. **Motion was made by Mr. Ward to approve Change Order #3 for a credit of \$28,000.00. Seconded by Ms. Salta and approved by unanimous consent.**
3. COR #4 – Mr. Cote noted this Change Order addresses the repointing of the chimney. The original approval was for an amount not-to-exceed \$25,000. Back up from the mason will be

required for the State. Mr. Martin noted this may not be reimbursable as it was not part of the scope and was a repair. Only the flashing was covered. **Motion was made by Ms. Salta to approve Change Order #4. Seconded by Mr. Cahill and approved by unanimous consent.**

4. COR #5 – Mr. Cote noted early in the job they asked the contractor not to install the skylights because of design work for the HVAC project. This area was filled in with metal decking resulting in a \$700.00 credit for the two skylight materials. **Motion was made by Ms. Salta to approve Change Order #5 for a credit. Seconded by Mr. Ward and approved by unanimous consent.**
5. COR #6 – Mr. Cote discussed the details of the drawings noting additional wood was needed to address the height of the slope insulation over one wing of the building. He discussed the COR with the contractor who submitted a revised invoice. **Motion was made by Ms. Salta to approve Change Order #6 as revised to \$5,680.50. Seconded by Mr. Scinto and approved by unanimous consent.**
6. COR #7 – Mr. Cote noted this Change Order addresses the leader on the side of the building discharging on the sidewalk. This was re-directed under the sidewalk into the catch basin. There was back-up from the side-contractor for \$3,500 attached to the COR. **Motion was made by Ms. Salta to approved Change Order #7 for \$3,675.00. Seconded by Mr. Ward and approved by unanimous consent.**

Mr. Cote noted the Committee should reconvene to discuss completion of the punch list with Mr. Lisi's final verification and release of final payment and retainage. There may be two requests for payment - any Change Orders and then the final payment. These should be received within the next two weeks.

Once this project is complete, application for HVAC funding will be made. Discussion was held regarding potential State requirements/reimbursements and town requirements/reimbursements.

The Middlebrook Elementary School Roof portion of the meeting was closed at 8:05 pm.

### **Booth Hill Elementary School Roof Project**

Financials were reviewed. No comments or questions.

Antinozzi Associates Invoice for \$11,940.00 for Construction Documents. - **Motion was made by Ms. Salta to approve the invoice from Antinozzi Associates. Seconded by Mr. Cahill and approved by unanimous consent.**

Mr. Bova questioned if the project would go out to bid for next summer. Discussion was held regarding funding by the Town, Town Council resolutions and application submission. Mrs. Katske reviewed the approval process noting the Capital Plan would be voted on in November, the funding authorization would go to the Board of Finance in December and submitted to the Town Council in January.

Ms. Colon entered the meeting at 8:14 pm.

Mr. Cote will move forward with submission of the application, highlighting the approval of the Capital Plan with \$2,500,000 last year. State requirements were reviewed. Mr. Nugent thought it might be

more appropriate to give the State a resolution stating approval of the project than require them to read through the Capital Plan. Discussion was held regarding funding requirements with regard to the Capital Plan, Town Council resolutions and funding authorizations. Should something be required from the Town Council, the next meeting is October 2 which would keep them within the application window for October. After discussion, it was agreed to request a resolution from the Town Council stating approval of the project in the Five-Year Capital Plan for 2024.

**Next Meeting**

October 11, 2023 at 7:30 pm.

**Adjournment**

Motion was made by Ms. Colon to adjourn the meeting at 8:29 pm. Seconded by Ms. Salta and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall  
Clerk

# INVOICE

Invoice Number: **971844148**  
 Invoice date: **30 September 2023**



To: Trumbull Public Schools  
 6254 Main Street  
 Trumbull, CT 06611

AA project number: **23008**  
 Project name: **Trumbull Public Schools**  
 Booth Hill Roof Replacement

Attention: David Cote

Project address: 545 Booth Hill Road, Trumbull, CT  
 Client project number:

PHASE	Contract Amount	Earned To Date	Prior Billings	This Invoice
<b>Basic Services</b>				
<b>Schematic Design</b>	13,600.00	13,600.00	13,600.00	<b>0.00</b>
<b>Construction Documents</b>	39,800.00	29,850.00	21,890.00	<b>7,960.00</b>
<b>Bid/Negotiation</b>	2,200.00	0.00	0.00	<b>0.00</b>
<b>Construction Administration</b>	11,800.00	0.00	0.00	<b>0.00</b>
Subtotal	67,400.00	43,450.00	35,490.00	<b>7,960.00</b>
Total	67,400.00	43,450.00	35,490.00	<b>7,960.00</b>
Time & Expenses				
<b>Reimbursables</b>				
		Earned To Date	Prior Billings	This Invoice
		0.00	0.00	<b>0.00</b>
	Total	0.00	0.00	<b>0.00</b>

Pay This Amount **7,960.00**

## AGING SUMMARY

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
971844054	07/31/2023	9,950.00			9,950.00		
971844148	09/30/2023	7,960.00	7,960.00				
	Total	17,910.00	7,960.00	0.00	9,950.00	0.00	0.00

Town of Trumbull  
 Booth Hill Roof Replacement  
 Total Project

Project Budget Worksheet	Purchase Orders/ Budget	Change Orders	Total		Purchase Orders Balance	Balance Available 10/5/2023
			Purchase Orders/ Budget	Payments To Date 10/5/2023		
<b>B6078 Booth Hill Roof Replacement</b>						
Antinozzi & Associates (PO 20221296)						
Conceptual Designs	6,600.00	-	6,600.00	6,600.00	-	-
Eagle Environmental (PO 20230447)						
Asbestos Survey	3,395.00	(746.00)	2,649.00	2,649.00	-	-
Antinozzi & Associates (PO 20231139)						
Schematic Design	13,600.00	-	13,600.00	13,600.00	-	-
Construction Documents	39,800.00	-	39,800.00	11,940.00	27,860.00	
Bid Phase	2,200.00	-	2,200.00	-	2,200.00	
Construction Administration	11,800.00	-	11,800.00	-	11,800.00	
			-	-	-	-
			-	-	-	-
	77,395.00	(746.00)	76,649.00	34,789.00	41,860.00	-
Roofing Contractor	-	-	-	-	-	-
Subtotal	77,395.00	(746.00)	76,649.00	34,789.00	41,860.00	-
Admin. Costs / Owner's Expenses	12,605.00	746.00	13,351.00	336.00		13,015.00
<b>Total</b>	<b>90,000.00</b>	<b>-</b>	<b>90,000.00</b>	<b>35,125.00</b>	<b>41,860.00</b>	<b>13,015.00</b>

Town of Trumbull  
 Middlebrook Roof Replacement  
 11120100-581888 B6052

Project Budget Worksheet	Purchase Orders/ Budget	Change Orders	Total		Purchase Orders/ Budget	Payments To Date 10/5/2023	Purchase Orders Balance	Balance Available 10/5/2023						
			Purchase Orders/ Budget	Payments To Date 10/5/2023										
<b>B6052 Middlebrook Roof Replacement</b>														
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	-		-							
Construction Administration	11,400.00		11,400.00	5,700.00	5,700.00		-							
State of CT Construction Grant Administration	8,200.00		8,200.00	8,200.00	-		-							
<b>Total Antinozzi &amp; Associates (PO 20210974)</b>	<b>64,700.00</b>		<b>64,700.00</b>	<b>59,000.00</b>	<b>5,700.00</b>		-							
<b>Silktown Roofing (20230776)</b>														
CO #1 Asbestos Removal	2,091,500.00		2,091,500.00	1,969,682.50	121,817.50		-							
CO #3 Plumbing Credit	2,827.65		2,827.65		2,827.65		-							
CO #4 Chimney Repair & Pointing	(28,000.00)		(28,000.00)		(28,000.00)		-							
CO #5 Skylight Modification (Credit)	21,042.00		21,042.00		21,042.00		-							
CO #6 Additional Wood Blocking	(700.00)		(700.00)		(700.00)		-							
CO #7 Underground Downspout	5,680.50		5,680.50		5,680.50		-							
	3,675.00		3,675.00		3,675.00		-							
			-	-	-		-							
			-	-	-		-							
<b>Subtotal</b>	<b>2,160,725.15</b>	<b>-</b>	<b>2,160,725.15</b>	<b>2,028,682.50</b>	<b>132,042.65</b>		-							
Anticipated State Reimbursement	(703,065.79)		(703,065.79)		(703,065.79)		-							
Admin. Costs / Owner's Expenses	207,340.64		207,340.64	2,631.46			204,709.18							
<b>Total</b>	<b>1,665,000.00</b>	<b>-</b>	<b>1,665,000.00</b>	<b>2,031,313.96</b>	<b>(571,023.14)</b>		<b>204,709.18</b>							

TO (OWNER): 220 Middlebrook Ave  
Trumbull, CT 06611

FROM (CONTRACTOR): Siltkown Roofing Incorporated  
27 Pleasant Street  
Manchester, CT 06040

PROJECT: MIDDLEBROOK SCHOOL REBID  
Trumbull CT  
WF Project 22122

VIA (ARCHITECT):

APPLICATION NO: 5  
PERIOD TO: 9/30/2023  
DISTRIBUTION  
TO:  
- OWNER  
- ARCHITECT  
- CONTRACTOR  
PROJECT NO:

CONTRACT FOR: RFP 6438 ROOF REPLACEMENT

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 2,091,500.00
2. Net Change by Change Orders ..... \$ 4,525.15
3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 2,096,025.15
4. TOTAL COMPLETED AND STORED TO DATE ..... \$ 2,096,025.15

### 5. RETAINAGE:

- a. \_\_\_\_\_ 5.00% of Completed Work \$ 104,801.26
- b. \_\_\_\_\_ 0.00% of Stored Material \$ 0.00

Total retainage (Line 5a + 5b) ..... \$ 104,801.26

### 6. TOTAL EARNED LESS RETAINAGE

(Line 4 less Line 5 Total) ..... \$ 1,991,223.89

### 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) ..... \$ 1,969,682.50

### 8. CURRENT PAYMENT DUE

..... \$ 21,541.39

### 9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) ..... \$ 104,801.26

CONTRACT DATE: 10/13/2022

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief of the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Siltkown Roofing Incorporated  
27 Pleasant Street Manchester, CT 06040

By: John M. Hart,  
State of CT  
County of Hartford  
Subscribed and Sworn to before me this 27th day of September, 2023  
Notary Public: John M. Hart  
My Commission Expires: 05/13/2026  
Notary Public, State of Connecticut  
My Commission Expires 05/13/2026

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

### AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: John M. Hart

Date:

10/5/23

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	33,225.15	-28,700.00
<b>TOTALS</b>	<b>33,225.15</b>	<b>-28,700.00</b>
<b>NET CHANGES by Change Order</b>	<b>4,525.15</b>	

**AI Type Document**  
**Application and Certification for Payment**

Page 2 of 2

TO (OWNER): 220 Middlebrook Ave

Trumbull, CT 06611

WF Project 22122

APPLICATION NO: 5

DISTRIBUTION  
TO:  
— OWNER

FROM (CONTRACTOR): Silktown Roofing Incorporated

27 Pleasant Street  
Manchester, CT 06040

VIA (ARCHITECT):

ARCHITECT'S  
PROJECT NO:

PROJECT: MIDDLEBROOK SCHOOL REBID

PERIOD TO: 9/30/2023

WF Project 22122

— ARCHITECT  
— CONTRACTOR

**CONTRACT FOR: RFP 6438 ROOF REPLACEMENT**

CONTRACT DATE: 10/13/2022

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
100	Set Up & Mobilization	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00	0.00	1,250.00
105	Submittals	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	250.00
110	Roofing Labor	520,000.00	514,800.00	5,200.00	0.00	520,000.00	100.00	0.00	26,000.00
115	EPDM Material	749,451.00	749,451.00	0.00	0.00	749,451.00	100.00	0.00	37,472.55
120	Insulation Material	420,000.00	420,000.00	0.00	0.00	420,000.00	100.00	0.00	21,000.00
125	Sheet Metal Materials	75,000.00	74,250.00	750.00	0.00	75,000.00	100.00	0.00	3,750.00
130	Sheet Metal Labor	72,000.00	64,800.00	7,200.00	0.00	72,000.00	100.00	0.00	3,600.00
135	Shingles Material	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00	0.00	200.00
140	Shingles Labor	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00	0.00	750.00
145	Plumbing	174,500.00	174,500.00	0.00	0.00	174,500.00	100.00	0.00	8,725.00
150	Ladders	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00	0.00	400.00
155	Close out & Clean up	10,000.00	5,000.00	5,000.00	0.00	10,000.00	100.00	0.00	500.00
160	P&P Bond	13,549.00	13,549.00	0.00	0.00	13,549.00	100.00	0.00	677.45
C01	Drain Asbestos Abatement	2,827.65	0.00	2,827.65	0.00	2,827.65	100.00	0.00	141.38
C03	Modification Plumbing Scope	-28,000.00	0.00	-28,000.00	0.00	-28,000.00	100.00	0.00	-1,400.00
C04	Chimney on High Gym repairs	21,042.00	0.00	21,042.00	0.00	21,042.00	100.00	0.00	1,052.10
C05	Skylight Modifications	-700.00	0.00	-700.00	0.00	-700.00	100.00	0.00	-35.00
C06	Additional Wood Blocking @ Perimeter	5,680.50	0.00	5,680.50	0.00	5,680.50	100.00	0.00	284.03
C07	Site Adjustments	3,675.00	0.00	3,675.00	0.00	3,675.00	100.00	0.00	183.75
<b>REPORT TOTALS</b>		\$2,096,025.15	\$2,073,350.00	\$22,675.15	\$0.00	\$2,096,025.15	100.00	\$0.00	\$104,801.26