

**Middlebrook Elementary School Roof Building Committee Virtual Meeting**  
**March 17, 2021**  
**7:00 pm.**

Present: Chairman, Vincent DeGennaro, Vice Chairman Pat Borghesan, Tony Scinto, Michael Ward, Robert Chistiani, Steven Cahill and Mark Hoffman

Also Present: Town Attorney Jim Nugent, Kevin Bova, Director of Purchasing, Daniel Martin, Assistant Finance Director, Paul Hendrickson, BOE, Scot Kerr, BOE, Cindy Katske, Chief Administrative Officer, Dawn Cantafio

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

**Appointment of Clerk**

Motion was made by Ms. Borghesan to approve the appointment of Barbara Crandall as Clerk of the Committee. Seconded by Mark Hoffman and approved unanimously.

**Introductions**

All Committee members introduced themselves giving their professional backgrounds and affiliation with the Town (elected official, Board of Education, etc.).

**Review of Building Committee Rules and Code of Ethics**

Mr. DeGennaro previously distributed to the Committee members the Town Building Committee Rules and Code of Ethics. There were no questions regarding the two documents. He noted that in the future, any questions should be directed to him or Mr. Nugent.

The Committee reviewed three documents – a report from the external consultant for the Middlebrook Elementary School which provided information on the project, State of CT funding options and bond information. The tentative meeting schedule has a presentation to the Town Council at their meeting on June 7, 2021.

Mr. Hendrickson noted time is of the essence as the cost of the project will increase on July 1 by approximately 5% according to their consultant. It would take several months to a year to go through the process to obtain State funding. At this time, the reimbursement option does not seem a viable option but another review will be conducted to verify this decision. He noted that the quicker the RFP process is completed, the more vendors would be interested in the work and that the bids may be more aggressive in pricing. Waiting may complicate completion of the roof this summer.

Members of the Committee did not feel there were any red flags with the information provided to them but they felt more information was needed. Ms. Borghesan questioned if the building was used for summer activities. Mr. Hendrickson noted they would need to check on the usage of the entire property for summer programs and possible relocation for the safety of participants. It was noted by Mr. Ward that all summer school programs are held at Frenchtown School because of the air-conditioning.

Summer recreation programs are sometimes in the schools during the summer recess which would need to be addressed.

### **Meeting Schedule**

The schedule is aggressive over the next few weeks in order to present to the Town Council on June 7 with a start date of the project expected the following week. Motion was made by Mr. Ward to accept the meeting dates as presented, seconded by Ms. Borghesan and approved unanimously. This schedule can be revised, if necessary.

March 17, 2021  
March 24, 2021  
March 31, 2021  
April 7, 2021  
April 21, 2021  
May 19, 2021  
May 26, 2021  
June 2, 2021  
June 23, 2021  
July 14, 2021  
August 18, 2021

Referring back to the Building Committee Rules, Ms. Borghesan questioned the stage of the project at this moment. She noted many of the terms have already been met. Discussion. Mr. DeGennaro noted the funding was included in the bond. However, to spend the money, the project must be approved by the Town Council.

### **Review of Project Scope and RFQ and RFP Process**

Mr. Bova noted the BOE is ahead on this project as they secured a budgetary benchmark for the roof which is good. Most BOE projects are designed for the summer months with RFPs put out in January or February. He noted an RFQ for an architect would not be necessary for this project as the town has approximately 32 disciplines for various projects already approved through a prior bid process. The Engineering Department and Public Works evaluated all entries for professional services on this bid with regard to projected needs in the next five years. This list includes five architects who are all qualified. He suggested three of the five architects be interviewed with regard to their expertise on this type of project. Once the architect is selected, Mr. Bova would write another contract for the specific project. They would then put out an RFP for the construction. Mr. Bova reiterated that some of the qualified vendors may already have been awarded contracts for other summer projects elsewhere as this project is being put out to bid later than usual. Timing will be crucial. The RFP will be reviewed by the Committee. He also noted State funding will not be an option. There are restrictions that need to be followed with the bidding process that could not be met with a June deadline.

Mr. Bova suggested a list of questions be compiled for the interview process. The interviews would be done by ZOOM at this time which may add time to the project. An architect would need approximately one month to assess the project and put specifications together. Once this is received, the bid is put out within ten days with a three week window for bid submissions. He suggested a Committee meeting the

day following the bid opening for review of submissions. This would be the lowest price but most qualified. A letter of award and contract would be signed and the project started.

Mr. DeGennaro felt that within the next two weeks an architect must be determined. Discussion was held regarding the selection of the architects. It was felt Mr. Bova would be most knowledgeable to make a selection as he would be more familiar with their individual areas of expertise. Solar panels were discussed. Currently they are not on the building but could be placed in the bid specifications for more information as there might be return on investment. Motion was made by Ms. Borghesan to have Mr. Bova select three vendors from the approved list to be considered as the architect for this project and have them attend the next meeting for an interview. Seconded by Mr. Hoffman and approved unanimously. Mr. DeGennaro will work with Mr. Bova and information will be distributed to the Committee. He requested Committee members submit interview questions to him.

Mrs. Katske and Mr. Nugent reviewed the basics of FOI with regard to Committee discussions. All discussions with a quorum of committee members must be conducted in an open session meeting which must be properly noticed on the Town website and minutes taken. Emails and other written communications between members are all discoverable during the FOI process.

Mr. Bova suggested the meetings next week start at 6:00 pm.

Mr. Ward asked if the architects chosen to be interviewed would have to look at the project before they appear. Mr. Bova noted he would extend a letter for the interviews explaining the project and the interview process. No site visits will be made. Some information will be given so they are aware of what questions may be asked during the interview. Many are in tune with the projects so they will be aware of the potential scope.

### **Adjournment**

There being no further business, motion was made by Ms. Borghesan to adjourn the meeting at 7:54 pm. Seconded by Mr. Hoffmann and approved unanimously.

Respectfully submitted,

Barbara Crandall  
Clerk