

Middlebrook Elementary School Roof Building Committee Virtual Meeting
March 24, 2021
6:00 pm.

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

Also Present: Town Attorney Jim Nugent, Kevin Bova, Director of Purchasing, Paul Hendrickson, BOE, Scot Kerr, BOE, John Morello, BOE, Cindy Katske, Chief Administrative Officer, Dawn Cantafio, Town Council

Absent: Committee Member Tony Scinto

The meeting was called to order at 6:00 pm by the Chairman followed by the Pledge of Allegiance.

Past Minutes

Motion was made by Mr. Ward to approve the minutes of March 17, 2021 as written. Seconded by Ms. Borghesan and approved by unanimous consent.

Discussion and Selection of Questions

It was agreed by the Committee members that review and selection of questions would be conducted in Executive Session prior to the first interview.

Executive Session

Motion was made by Ms. Borghesan to enter into Executive Session at 6:12 pm for the purpose of vendor interviews for the Middlebrook Elementary School Roof Building Project. Seconded by Mr. Ward and approved by unanimous consent. Participants in the Executive Session were Committee members Vincent DeGennaro, Pat Borghesan, Michael Ward, Robert Chistiani, Steven Cahill and Mark Hoffman. Also participating were Kevin Bova, Paul Hendrickson, Cindy Katske, Attorney Nugent, John Morello, Scot Kerr and Dawn Cantafio.

Motion was made by Ms. Borghesan to exit the Executive Session at 8:25 pm; seconded by Mr. Ward and approved by unanimous consent. Additional attendees in the public session included Tony Scinto and Dan Martin.

Motion was made by Ms. Borghesan to approve the selection of Silver/Petrucci & Associates as architects for the Middlebrook Elementary School Roof Building Project. Seconded by Mr. Ward. Discussion was held regarding the timeline for the project and anticipated cost. Mr. Bova noted specifications and drawings would take approximately a month to complete with an RFP being released in late April. Discussion was held regarding the cost of the architect on the project. Committee members felt there should be some type of baseline cost associated with the project by which the architects could estimate their cost. Mr. Bova noted pricing is difficult because of the phases of the project. He also noted this is a tight project with a compressed schedule which makes it difficult to re-interview the vendors for additional information. Mr. Bova felt he could possibly secure additional

information by next week's scheduled meeting by contacting the vendors individually. Suggestion was made to hold the vote on the selection of the architect until the next meeting. Motion on the table was withdrawn by Ms. Borghesan.

Motion was made by Mr. Hoffmann to use Antinozzi Associates, P.C. as the architects for the project. Seconded by Mr. Ward. Additional discussion was held regarding the process and cost. Mr. Bova noted he would ask the two vendors to provide a breakdown of costs as the architect is only responsible for the RFP. The entire cost of the project was determined by the external consultant from the BOE which is in addition to the architect fees. After discussion, motion on the table was withdrawn by Mr. Hoffmann.

It was agreed by the Committee that they were pleased with the presentation of the vendors but they required additional information related to their cost in order to make a decision. Motion was made by Ms. Borghesan to table the vote until further information was received from the vendors and to authorize Mr. Bova to provide the Garland document to the two vendors to obtain additional pricing information. Seconded by Mr. Hoffman and approved by unanimous consent.

Adjournment

There being no further business, motion was made by Mr. Ward to adjourn the meeting at 8:54 pm. Seconded by Mr. Chistiani and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk