

Middlebrook Elementary School Roof Building Committee Virtual Meeting
May 12, 2021
7:00 pm.

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

Also Present: Town Attorney Jim Nugent; Kevin Bova, Director of Purchasing; Scot Kerr, BOE; Cindy Katske, Chief Administrative Officer; Dawn Cantafio, Town Council; Dan Martin, Assistant Finance Director and Paul Lisi, Antinozzi Associates

Absent: Robert Christiani

The meeting was called to order at 7:02 pm by the Chairman followed by the Pledge of Allegiance. Roll Call was taken by the clerk noting all Committee members were present except for Robert Christiani.

Past Minutes

Motion was made by Ms. Borghesan to approve the minutes of April 28, 2021 as written. Seconded by Mr. Cahill. Approved by unanimous consent.

Architectural RFP Update

Mr. Lisi provided the Committee and Mr. Bova with updated construction documents and technical specifications. These documents, if approved by the Committee, are ready to bid. Included was the alternative for a 20 year roof. Mr. Lisi noted he has also included some allowances that would cover unforeseen conditions once they begin the project due to the age of the building. Any portion of this allowance would be a credit back from the contractor if it is not used. Mr. Lisi confirmed that the roof samples taken were free of asbestos.

Mr. Martin questioned how the allowances would be handled. Mr. Lisi noted they would not be done by Change Orders. Only at the end would a Change Order be written for a credit, if necessary. Anything unforeseen, outside of the allowances, would be the standard Change Order process. The contractor will not proceed with any Change Order work until the Committee has approved it. If they do continue without approval, it will be at their own risk.

Mr. Nugent stated there should be a bid review when they are received. Mr. Lisi noted they conduct a scope review if there is a great variance in the bids. Mr. Nugent noted the Committee would then select the lowest, qualified bidder.

Project Timeline/Next Steps

Discussion was held regarding the timeline for the approvals, bid process and project start. Mr. Lisi has spoken with roofing contractors who have stated there is definitely a construction material delay, specifically the insulation product to be used. There is a possible six to eight week lead time on this material. If this were not a concern, the project could start within four to five weeks with everything moving as planned. If certain activities are allowed to take place, such as working on the weekends and

holidays, extending the project or doing some of the work while the students are present because it would be exterior work, it may be possible to do the project this summer. He is concerned about the timeline and material delays and felt it was risky going into the project at this time.

Discussion was held regarding the approval of the RFP, noting it needs to go to the Town Council for approval at their June 7 meeting. With this approval, the RFP could be sent out within seven to ten days. The bid would be out for three weeks. The Town Council would need to approve the contractor chosen at their July 8 meeting before the project could be moved forward. Committee members voiced their concerns about material procurement, increased material costs and project start and completion dates. Mr. Nugent noted that the Superintendent of Schools does not want any construction during the school hours. Minor punch items might be okay.

With the comment from Mr. Morello at a prior meeting that the roof is not leaking, Mr. DeGennaro felt it may be better to delay this project until next summer. After discussion, the Committee members felt it would be more appropriate to proceed with the approvals and have a contractor ready to go when school is out in June 2022. This will also provide time to investigate State reimbursement for the project. Mrs. Borghesan noted the BOE consultant did not recommend State reimbursement but it was noted this comment was based on a start date of June 2021.

Timeline for the RFP release was discussed. Mr. Lisi noted that if the project is bid out too early, the contractor may not hold the price on the work especially in this market. Mr. Lisi would be able to create a document for the funding application with the BOE and would work with the State. It is definitely doable if the project is scheduled for next summer. Mr. Martin noted the funding must be originated by the BOE and then forwarded to the Town Council for approval.

Motion was made by Mrs. Borghesan to approve the RFP as developed by Antinozzi Associates and to forward it to the Town Council. Seconded by Mr. Hoffman. Committee vote: Vincent DeGennaro - yes, Pat Borghesan - yes, Michael Ward - yes, Mark Hoffman - yes, Steven Cahill - yes and Tony Scinto – yes. Motion was approved unanimously. This item will be submitted for the Town Council agenda on June 7.

Additional discussion was held regarding the State funding. Mr. Kerr noted that he can bring this topic to the BOE next week. It was agreed that Mr. Lisi would provide the Chairman with documentation for the BOE.

Approval of Architect's Invoice

Motion was made by Mrs. Borghesan to accept the invoice from Antinozzi Associates. Seconded by Mr. Hoffman and approved by unanimous consent.

Adjournment

There being no further business, motion was made by Mrs. Borghesan to adjourn the meeting at 7:47 pm. Seconded by Mr. Hoffman and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk