

Middlebrook Elementary School Roof Building Committee Virtual Meeting
May 26, 2021
7:00 pm.

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

Also Present: Town Attorney Daniel Shopick; Scot Kerr, BOE; Cindy Katske, Chief Administrative Officer; Dawn Cantafio, Town Council; Dan Martin, Assistant Finance Director and Paul Lisi, Antinozzi Associates

The meeting was called to order at 7:12 pm by the Chairman followed by the Pledge of Allegiance. Roll Call was taken by the clerk noting all Committee members were present.

Past Minutes

Motion was made by Mr. Hoffman to approve the minutes of May 12, 2021 as written. Seconded by Mr. Scinto. Approved by unanimous consent.

Review of State of Connecticut Reimbursement Process

Mr. DeGennaro noted the Committee has proposed delaying the project until next summer and pursue funding from the State of Connecticut. Mr. DeGennaro and Mr. Lisi researched the reimbursement process. The following are highlights of the discussion.

1. The process is very common with school districts.
2. The Town of Trumbull receives 34% reimbursement for renovation projects for eligible costs.
3. Everything needs to be related to the roof project. Sky lights may or may not be considered an eligible cost and would have to be put in the document as part of the roof system.
4. Meetings would be held with the State, architect, Chair of the Building Committee and the BOE Director of Facilities.
5. Repairing damage associated with the roof is not reimbursable.
6. The State will only reimburse 34% of the eligible costs for a roof over 20 years old. Part of the roof at Middlebrook School is newer but it makes sense to replace at this time. This portion would be reimbursed at a pro-rated amount.
7. The cost estimate would be in a different format from the current document as required by the State.
8. Roof Key Plan explains graphically what would be done such as documenting the newer roof section.
9. Partial list of documents required by the State include an eligible cost sheet, check list, scope letter, educational specs, approvals by the Town Council and the BOE, several documents that would be generated by the BOE.
10. It is approximately a 3-4 month effort and the project would need to start in the next couple of months to meet the deadline for next summer.
11. Mr. Lisi would assist the BOE in preparing the required documents.

12. The Committee will need a calendar with dates and items to be completed with associated responsible parties.
13. The only funding secured at this point is the bond authorization previously approved by the Town Council.
14. The reimbursement process does not change the RFP process; however, there are different bidding requirements which could limit the contractors who might bid on the project.
15. According to the State of Connecticut website, resolutions would be required from the Town Council and the BOE.
16. Mr. Martin noted the BOE used State funding for the Jane Ryan and Booth Hill window replacement projects. He explained the process from the beginning of the documentation with the BOE through the acceptance at the Town Council.
17. The CHRO requirements may necessitate working with a contractor that is not preferred.
18. The BOE needs to drive the process even though there is a Committee. Much of the paperwork falls on the architect who submits information to the State and the BOE.
19. Sending out the RFP and requesting State funding at the same time runs a risk of choosing a contractor not acceptable by the State.
20. The project should not be bid too early because the contractors won't hold the price for that long especially in this market.
21. The Committee will be giving a report on the status of the project at the June 7 Town Council meeting. This will put them on notice that there may be a delay until next year.
22. The project was discussed at the BOE Facilities Committee meeting and the regular BOE meeting. They are aware of the proposal to postpone the project and seek State funding and aware of the work involved should the Committee move in that direction.
23. Architect fees are reimbursed on a pro-rated basis in the funding.
24. The plans from the architect are final at this time but the State may make changes which is not an issue. Plans presented to the Town Council would be considered preliminary.
25. Regulations in the Charter need to be followed. They cannot be waived by the Town Council.
26. Plans will need to go back to the Town Council when the State is finished reviewing them.
27. Building Committee requirements were reviewed.

Motion was made by Mrs. Borghesan to have the architect develop the cost and proposal to indicate the timeline and steps for the State of Connecticut reimbursement. Seconded by Mr. Hoffman and approved by unanimous consent.

Mr. DeGennaro will reach out to the BOE Superintendent and formalize the information. Mr. Lisi will reach out to the Fire Marshall and the Town Facilities Director. Information requested will be available for the Town Council meeting in June. Mrs. Cantafio reiterated the Council would like to see an update on where the project stands at this time.

Next Meeting

It was agreed to cancel the scheduled meeting on June 2 and move it to June 9 so that an update from the Town Council meeting can be given.

Adjournment

There being no further business, motion was made by Mr. Hoffman to adjourn the meeting at 8:00 pm.
Seconded by Mrs. Borghesan and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk