

Middlebrook and Booth Hill Elementary School Roof Building Committee Meeting
May 30, 2023
7:30 pm
Council Chambers, Town Hall

Present: Chairman Patricia Borghesan, Tony Scinto, Joanne Glasser Orenstein (entered at 7:41 pm), Mark Hoffman, Lynne Salta, Joy Colon and Steven Cahill

Absent: Michael Ward and Chris Bandecchi

Also Present: Dan Martin, Assistant Finance Director; Dave Cote, TPS Director of Operations and James Nugent, Town Attorney

The meeting was called to order at 7:34 pm by Ms. Borghesan who requested a moment of silence for Robin Bova, wife of Kevin Bova, who passed away last week. Our thoughts and prayers are with Kevin and his family. This was followed by the Pledge of Allegiance and Roll Call.

Past Minutes

Motion was made by Ms. Colon to approve the minutes of February 15 2023 as presented. Seconded by Ms. Salta. Motion was approved with an abstention from Mr. Cahill.

Middlebrook Elementary School Roof Project

Ms. Borghesan noted at the last meeting, the Committee authorized payment of an invoice to Silktown Roofing to purchase materials for the project that will begin in June. Mr. Cote noted he has been in touch with the project manager and was given a preliminary schedule. They plan on mobilizing the week of June 26 with completion by August 25. All submittals are in except for the asphalt shingles. Mr. Lisi will be making a recommendation for color and that should complete the paperwork expected from him.

Ms. Borghesan questioned how frequently the invoices would be submitted once the work is started. Mr. Cote noted they would be paid monthly as written in the contract. The Committee would need to meet to approve invoices. The recommendation for the shingles will be given to Mr. Cote. Mr. Cahill questioned who approves the percentage of completion that it is accurate to the invoice. Mr. Lisi noted he would do this in conjunction with Mr. Cote who would then present it to the Committee.

Financials were previously distributed for review and reflect the invoice payment to Silktown.

Discussion was held regarding HVAC for the school. An application was submitted to the State but an award was not received in this phase of funding. Question was posed if the Town already appropriated funds for HVAC, if the State didn't come through. Mr. Cote noted \$1.375 million was approved in this capital year with another \$175,000 approved for electrical for an upgrade to the service to the building for the HVAC equipment. Projects will run concurrently. They have met with UI several times looking for

the best way to bring new power to the building and in a few weeks, they will be working on site for the new transformer.

Ms. Glasser Orenstein entered the meeting at 7:41 pm.

It is unknown if UI will charge the Town for work done on the pole but to date there has been no indication there would be a charge. None of this work will impact the roof project. Mr. Cote noted Silkton was asked to provide a Change Order to the project because, during the design of the HVAC, there are two skylights in the center of the corridor that need to be closed due to placement of the ductwork to feed the classrooms. There will be a credit for the skylights but a cost to fill in the area with a metal deck and roof over with the insulation.

Discussion was held regarding State funding for the HVAC project. Mr. Cote noted they were denied due to issues with the program and the input of information required. All required information was input but they did not see the cost estimate in time for review and decision due to a software error. This was discussed with the State at the time. The State also had a problem with the funding authorization as they did not look through the entire document to find the information. Mr. Cote is working on a suggested resolution from the Town Council with more specific language stating that they authorize the full project with the understanding that there will be reimbursement. The next application period is August 1 – December 31. It is unknown if it will be rolling awards.

The last day of school is June 14 with a start date of June 26. The insulation is in the Silkton warehouse and the roofing membrane is with the supplier. All materials are available in Connecticut. Special Education Summer School will not be held at Middlebrook this summer.

The Middlebrook Elementary School portion of the meeting closed at 7:48 pm.

Booth Hill Elementary School Roof Project

Mr. Martin reviewed the financial report for the project. He noted there are two funding authorizations. Once the funding from the project marked 12 is used, then the funding from the project marked 13 will be used. There was a funding authorization of \$40,000 in the 2022 Capital Plan and another \$50,000 approved making the total funding authorization for the roof project \$90,000. Overall, there is \$13,135 unspent.

Ms. Borghesan noted resolutions were passed as reflected in the last minutes. Mr. Cote updated the project status noting they have not applied for the grant yet. The first step is the completion of the drawings which are being worked on. Another authorization is required from the Town Council for the actual roof replacement. The HVAC project would be kept separate and would need a funding authorization to move forward. If the Board of Education continues with the roof project, they would look to include it in next year's capital cycle.

Ms. Borghesan noted the work done preparatory to this point for the project includes the project scope, authorization of the conceptual design and selection of Antinozzi Associates to create drawings for the replacement of the roof. We can't move forward until we get the funding authorization that will be

worked into the Town Council Resolution. Then that material can be used to apply for the State Grant. We are now looking at February 2024 for completion of this aspect. Mr. Martin noted the Capital Plan is approved in January/February with a decision on what would be funded following that approval. We cannot file the application using the broad monies allocated in the Five-Year Capital Plan (year 2024) for a roof, but need a specific funding authorization for the year. With the need for a specific authorization to fund the project in 2024, we could be looking, potentially, at a 2025 replacement date due to the length of the process. The allocation of the funding is determined by the Board of Education each year as to how the money will be spent or not spent depending on circumstances.

Lengthy discussion was held on the master plan study conducted by the Board of Education and its impact on the Booth Hill School Roof project as well as what steps need to be taken as it progresses. Mr. Cote noted several options have been provided from the study. A survey is now out to the residents on nine options for consideration. This survey will be addressed by the Board of Education. Once there is a plan, then there is the question of funding. Anything over \$15 million would require a referendum.

Several options for various schools are being considered such as new construction, renovate as new or build additions. The problem is placement of students during the construction. Any project could be several years in the future. Ms. Borghesan felt the Committee was fortunate to have time through early next year to see what will happen. This will come before the Board of Education and some decisions will be made which will help the Committee when they are ready to move forward. The Committee is not in a position of recommending a particular action.

Mr. Nugent noted the Board of Education will make its recommendation as to what they think is best for the students and that would come before the Board of Finance and the Town Council to determine the next steps. Discussion was held regarding the “renovate as new” project at the high school and the procedures used. With regard to the Middlebrook roof, meetings will need to be held regularly to approve Change Orders and invoices as the project progresses. Mr. Cote noted keeping the kids in school would increase cost and duration of the project.

Approval of Antinozzi Associates Invoice

Ms. Borghesan noted Antinozzi Associates presented an invoice for payment for a partial schematic design of the roof. This is for a detailed investigation and documentation of existing conditions. Mr. Lisi questioned target date for completion of the design. They were targeting bidding in the fall for a 2024 replacement. Mr. Cote noted there is no finalization until there is grant funding from the State. We could be ready to apply for the grant and then get the PCR as done with the Middlebrook roof. Ms. Borghesan reviewed the steps for grant application for that project. Mr. Cote noted they can't put it out to bid before a grant is approved because the State will not reimburse funding. The Committee can, however, have the drawings in a submittable condition.

Additional discussion was held regarding the Board of Education master plan for its buildings and if there was a way to expedite the portion that would impact the roof project already in motion. It was felt the Board of Education would do a plan but would not specifically focus on Booth Hill School. What would happen if the Board of Finance and Town Council spend money on a new roof for the school, would it change the direction of the Board of Education's requests. Any decision would come from the

Town. Mr. Martin noted the Board of Education can come forward for a supplemental funding authorization, if they feel there is a dire need to move forward with the roof project prior to the next Capital Plan approval.

Mr. Nugent suggested to have the plans drawn to present to the Town Council. There is a possibility it could be incorporated into the Board of Education master plan. It was agreed to continue until the Committee has more information on the Master Plan with Mr. Lisi completing the detailed schematic. Ms. Colon suggested a presentation be made to the Town in the near future. Ms. Borghesan would like to see what transpires over the summer with the Board of Education discussions.

Ms. Borghesan referenced the Building Committee Rules –

- The Committee shall submit preliminary plans with specifications to the Town Council before approval. The Committee shall submit a copy of the impact statement required by the Town Charter and information from the Fire Marshall.

She noted the Roof Assessment Report was submitted as information but plans have not been submitted for Booth Hill to the Town Council for approval. Schematic drawings would be the next step. The design should be submitted to the Committee for review and then presented to the Town Council.

Motion was made by Mr. Scinto to approve the Antinozzi Associates invoice for \$2,720 for schematic design work. Seconded by Ms. Glasser Orenstein and approved by unanimous consent.

Next Meeting

Mr. Cote asked where the drawings stood in relation to completion. Mr. Lisi indicated they have been targeting going out for bid in the Fall with a PCR in August. They thought they had June/July to finish them. Mr. Lisi was requested to have the drawings ready for presentation in two weeks so that they can be on the July agenda for the Town Council. **June 21 at 7:30 pm by ZOOM** will be the next Committee meeting to review the completed drawings.

Adjournment

There being no further business, motion was made by Ms. Colon to adjourn the meeting at 8:33 pm. Seconded by Ms. Salta and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk