

Middlebrook Elementary School Roof Building Committee Virtual Meeting
June 9, 2021
7:00 pm.

Present: Chairman Vincent DeGennaro, Vice Chairman Pat Borghesan, Robert Christiani, Steven Cahill (left at 7:42 pm)

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

Absent: Michael Ward, Tony Scinto and Mark Hoffman

The meeting was called to order at 7:03 pm by the Chairman followed by the Pledge of Allegiance. Roll Call was taken by the clerk noting all Committee members were present except Mr. Ward and Mr. Hoffman.

Past Minutes

Motion was made by Ms. Borghesan to approve the minutes of May 26, 2021 as written. Seconded by Mr. Christiani. Approved by unanimous consent.

Update on RFP Approval from Town Council Meeting

Mr. DeGennaro gave an update on his presentation to the Town Council sub-committee and the Town Council. The preliminary plans were approved by unanimous consent.

Review of Guidelines and Information for the Reimbursement Process

Mr. Lisi distributed a Pre-Construction Schedule and a copy of a proposal for additional funds for this work. He noted, according to his schedule, the State Grant Application process would be a three to four month project which is conservative. Starting the project next week would take it into the end of October. He noted the following steps:

1. Prep and File Grant Application (SCG-049) – filed electronically by the Superintendent of the BOE.
2. Schedule and Attend State Prep Meeting – introductory meeting to review the project with the State and representatives from the BOE and the Chairman of the Building Committee.
3. Finalize Plans/Specs for State OSCGR – plans are final to go out to bid but specific items are required by the State with detailed information. This is completed by the architect and the Superintendent of the BOE.
4. Prep State OSCGR Docs/Checklists – completed by the architect.
5. Building Committee, Local Officials & BOE sign-off (SCG-042) – signatures required by the Chairman of the Building Committee, Superintendent of the BOE, Fire Marshall, Building Officials, Health Department, ADA Representative, etc.

6. Schedule and Attend State PCR Meeting – this is a Pre-bid Performance Review. The architect and BOE review the document and all the associated paperwork. There may be changes which need to be addressed and then a follow-up meeting would be scheduled or it may be acceptable to file the document electronically.
7. State OSCGR Review/Approval – allows the project to go out to bid when approval is given from the State.
8. Bidding and Contract Award – suggested this be done after the first of the year.

Additional discussion was held regarding the following:

1. Once the draft application is completed, the BOE must submit it electronically. Mr. Kerr will determine who at the BOE will be responsible for the document input into the system and the length of time required to complete the task. Mr. Kerr noted the BOE's schedule is busy at the moment but with the assistance of the architect in the preparation, they would be able review the document in mid-July.
2. Mr. Bova reviewed the process once the bid is opened. Qualified low bidder is submitted to the State. It will take approximately two to three weeks to get approval by CHRO. In the meantime, there are requirements from the contractor to be addressed such as sub-contractors and use of funds.
3. BOE has completed applications such as this for past projects and is aware of the documentation required.
4. Level of funding would be 34% of eligible costs. Any work not directly related to the roof, modifications or added work not necessarily required would not be covered.
5. Soft costs in the case of the architect fees may not be reimbursable because of the Town process to select the architect through an on-call RFP without the prior approval of the State.
6. The preliminary plans approved at the last Town Council meeting would need to be approved at the BOE meeting.
7. Once the State approves the drawings, final approval would need to be given by the Town Council and the BOE.

Mr. DeGennaro requested a check list be established with main topics and meeting dates so that the project can be moved forward for the appropriate approvals. This needs to include critical dates and responsible organizations/individuals. Meeting dates for the BOE and Town Council were reviewed for July and August with appropriate deadlines. Mr. Bova noted the State can be a little slow in approvals and, therefore, it is important to keep on top of the project along the way. Everything has gone well with other projects, it may just take a little longer.

Mr. Cahill left the meeting at 7:42 pm.

Mr. DeGennaro noted Mr. Lisi presented an invoice for reimbursement to complete the additional work for the State application which was not in the initial scope of work. The Committee did not have a quorum at this point in the meeting to approve the expenditure. It will be addressed at the next meeting.

Mr. Kerr questioned if the placement of air-conditioning units on the roof would require any specific work to be done at this time while the roof is being replaced. Mr. Lisi noted if he had specific information he could include it but it was not necessary at this time. Projects, such as adding air conditioning, would not be adversely affected if not addressed in the roof specifications at this time.

Timeline and Next Steps

Mr. Lisi will provide a schedule with meeting dates and critical points to be achieved for the project. Mr. Kerr will review the application process with the BOE administration.

Adjournment

Motion was made to adjourn the meeting at 7:47 pm by Ms. Borghesan. Seconded by Mr. Christiani and approved by unanimous consent. The next meeting of the Committee will be Wednesday, June 16.

Respectfully submitted,

Barbara Crandall
Clerk