

Middlebrook Elementary School Roof Building Committee Virtual Meeting
June 16, 2021
7:00 pm.

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

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: Robert Christiani

The meeting was called to order at 7:01 pm by the Vice-Chairman followed by the Pledge of Allegiance. Roll Call was taken by the clerk noting all Committee members were present except Mr. Christiani.

Past Minutes

Motion was made by Mr. Cahill to approve the minutes of June 9, 2021 as written. Seconded by Mr. Scinto. Approved with abstentions from Mr. Scinto, Mr. Hoffman and Mr. Ward.

Committee Member Resignation

Ms. Borghesan noted that Mr. DeGennaro resigned from the Committee and she thanked him for the professional job he did as Chairman. They are looking for another Chairman but in the meantime, Ms. Borghesan will continue to move the Committee business forward.

Ms. Borghesan requested that, in the future, when the agenda is sent to the Committee, any member unable to attend should inform the Chairman so they can verify a quorum.

Approval of Architect's Request for Additional Reimbursement Related to Lengthy Process of State Approval and Reimbursement

Discussion was held regarding the invoice submitted by Mr. Lisi for the additional work to be completed on the State Reimbursement application totaling \$8,200. Motion was made by Mr. Hoffman to approve the invoice. Total allocation for the project is \$1.725 million. Mr. Martin explained the disbursement of the funds noting this additional request would be a Change Order to the initial contract to increase the amount of the service. The funds are not bonded until payments are being made. The Town is allowed, through the authorization, to pay the architect. Motion was approved by unanimous consent.

Update on Board of Education Responsibilities

Mr. Kerr noted he spoke with Mr. Hendrickson, Mr. Morello and Superintendent Semmel regarding the application. They have not had a chance to discuss in detail as to what needs to be done but as long as the materials come from Mr. Lisi, they will be able to provide the appropriate attention and resources to the project mid-July. Mr. Lisi felt this would not affect the schedule as outlined and felt the project was ahead of schedule for a bid release as previously discussed.

Discussion was held regarding the Board of Education approvals which include approval of the project and approval of the initial drawings. These approvals need to be in the minutes for submission to the State. There is also an approval required for the final application when it is ready to be submitted to the State.

Timeline/Next Steps

1. Town Council does not need to approve the invoice previously approved by the Committee for the additional work at its July meeting.
2. Mr. Martin will be given the original signed approved invoice so that he can authorize Mr. Bova to prepare the Change Order.
3. Ms. Borghesan will attend the Board of Education meeting on July 13 with Mr. Lisi to present the project.

Future Meeting Schedule

After discussion, it was agreed to wait to schedule a meeting until there is more information after the Board of Education meeting and Mr. Lisi has had time to work on the application. The August 18 meeting will be the next meeting unless there is a need, as indicated by Mr. Lisi, to schedule one earlier. Ms. Borghesan will send an update to the Committee after the Board of Education meeting.

Adjournment

There being no further business, motion was made by Mr. Ward to adjourn the meeting at 7:33 pm. Seconded by Mr. Cahill and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk