

**Middlebrook and Booth Hill Elementary School Roof Building Committee Virtual Meeting**  
**August 1, 2023**  
**7:30 pm**

Present: Chairman Patricia Borghesan, Tony Scinto, Joanne Glasser Orenstein, Lynne Salta, Chris Bandecchi and Steven Cahill

Absent: Michael Ward and Joy Colon

Also Present: Dan Martin, Assistant Finance Director; Dave Cote, TPS Director of Operations; James Nugent, Town Attorney; Paul Lisi, AIA, Antinozzi Associates and Cindy Katske, Chief Administrative Officer

The meeting was called to order at 7:39 pm followed by the Pledge of Allegiance and Roll Call. Ms. Borghesan noted Mark Hoffman has resigned from the Committee.

**Past Minutes**

Motion was made by Ms. Glasser Orenstein to approve the minutes of June 21, 2023. Seconded by Mr. Cahill and approved by unanimous consent.

**Middlebrook Elementary School Roof Project**

Mr. Cote noted the contractor is moving along with the project. According to Mr. Lisi, the project is over 60% complete at this time. They are planning to be finished within the next two to two and a half weeks, approximately August 18, and should have only punch list items to complete at that time.

Discussion was held regarding a Change Order presented to the Committee regarding asbestos removal. Mr. Cote noted the plumber was relocating roof drains and when he accessed the area, one was wrapped with thermal insulation wrapped in asbestos. One of the Alloy Group contractors was asked to come in and removal was completed using a glove bag process. Due to the minimal amount of material, it was not necessary to notify the State. He felt the price was reasonable. The location of the asbestos was in an inaccessible area of the ceiling and would not have been discovered until the project was started. **Motion was made by Ms. Glasser Orenstein to approve the Change Order submitted by Silktown in the amount of \$2,827.65. Seconded by Ms. Salta and the Change Order was approved by unanimous consent.** It was noted there is money in the budget to cover this expense (\$208,000 budget in Administrative Cost). When the invoice is submitted, it will go against the Silktown project.

Silktown invoice for \$1,048,973.85 was presented to the Committee for approval. The original amount of the project was \$2,091,500. Invoice was for materials with a small amount for labor. **Motion was made by Ms. Glasser Orenstein to approve the Silktown invoice for \$1,048,973.85. Seconded by Mr. Cahill and approved by unanimous consent.**

Silktown invoice for \$464,312.50 was presented to the Committee for approval. The invoice was for labor and materials. **Motion was made by Ms. Glasser Orenstein to approve the Silktown invoice for**

**\$464,312.50. Seconded by Ms. Salta.** Discussion was held regarding the documentation received for the labor costs. Mr. Martin noted the Town receives certified payroll documents weekly that support the number of hours worked. These must be submitted to the State to comply with the grant. Mr. Cote noted it is not a time and material type project but was a bid provided by the contractor that includes all his labor and materials to be billed as a lump sum contract. They do have a contractual requirement to follow the prevailing wage rate set by the State. **Motion was approved by unanimous consent.**

Antinozzi invoice was presented to the Committee for approval. **Motion was made by Ms. Glasser Orenstein to approve the Antinozzi invoice for \$1,140 for Construction Administration costs. Seconded by Mr. Cahill and approved by unanimous consent.**

The Middlebrook Elementary School Roof Project portion of the meeting was closed at 7:58 pm.

#### **Booth Hill Elementary School Roof Project**

Ms. Borghesan reported the schematic drawings were approved at the last Town Council meeting that define the scope of the Booth Hill roof project. Everything is in place for the next funding cycle and application to the State.

Antinozzi invoice was presented to the Committee for approval. **Motion was made by Ms. Salta to approve the invoice for \$10,880.00 for basic services. Seconded by Ms. Glasser Orenstein.** It was noted this amount covered the schematic design as presented. **Motion was approved by unanimous consent.**

The Booth Hill Elementary School Roof Project portion of the meeting was closed at 8:04 pm.

#### **Middlebrook Elementary School Roof Project**

This portion of the meeting was reopened at 8:04 pm for additional discussion.

Mr. Cote noted the Town has been working with a consultant through the energy broker, Tradition Energy, to discuss solar. An application was filed today (8/1/23) by the consultant, with approval of the Town, for the Middlebrook solar project. He briefly explained the application process noting the State should have a decision in October/November. Next steps were discussed briefly and it was noted an RFP would need to be filed for a developer should the application be approved.

Mr. Cote noted the State has not opened up the applications for HVAC.

Mr. Lisi discussed information regarding the chimney at Middlebrook School (discussed at an earlier meeting) that needs to be addressed at this time. He discussed the scope of the project noting the flashing being installed is acceptable to the manufacturer and will not prevent a warranty from being provided but it is highly recommended by all that the repair be made at this time. As part of the repair, they would take care of the flashing which needs to be a minimum of eight inches above the roof level. They are adding a substantial amount of insulation to be code compliant for energy reasons and to get the proper pitch. He does not have an official Change Order from Silkton but they have a figure of approximately \$20,000 to \$25,000 from a masonry subcontractor to address the chimney. He is looking for approval to repair before the completion of the roof project. Mr. Cote noted it was not included in

the bid package. He felt it was best to address the chimney at this time to avoid problems in the future. Ms. Glasser Orenstein and Mr. Cahill agreed it should be addressed at this time. Reimbursement by the State was discussed. Mr. Lisi stated this was not part of the project and the State would only reimburse the flashing portion of the project. The overall masonry work is not reimbursable by the State. Mr. Martin determined there is sufficient funding in the contingency account to cover the cost. Brief discussion was held regarding the need for two prices for the project. Mr. Lisi felt the proposal from the contractor was reasonable and that the total cost would be closer to \$20,000. **Motion was made by Ms. Glasser Orenstein to approve a Change Order for the chimney repair not to exceed \$25,000. Seconded by Mr. Scinto and approved by unanimous consent.** Mr. Lisi and Mr. Cote will review any Change Order received for the repair and, if it is within the amount approved, will move forward. Mr. Lisi also noted they will be receiving between \$20,000 and \$30,000 in credits for overflow drains and internal piping work that did not need to be done.

#### **Adjournment**

**There being no further business, motion was made by Mr. Scinto to adjourn the meeting at 8:17 pm. Seconded by Mr. Bandecchi and approved by unanimous consent.**

#### **Next Meeting**

Wednesday, September 13, 2023 at 7:30 pm by ZOOM.

Respectfully submitted,

Barbara Crandall  
Clerk