

Middlebrook Elementary School Roof Building Committee Virtual Meeting
August 18, 2021
7:00 pm.

Present: Chairman Pat Borghesan, Michael Ward, Tony Scinto, Lynne Salta and Robert Christiani

Also Present: Scot Kerr, BOE (entered at 7:08 pm); Cindy Katske, Chief Administrative Officer; Dawn Cantafio, Town Council; Dan Martin, Assistant Finance Director and Paul Lisi, Antinozzi Associates

Absent: Steven Cahill and Mark Hoffman

The meeting was called to order at 7:00 pm by Ms. Borghesan followed by the Pledge of Allegiance. Roll Call was taken by the clerk noting all Committee members were present except Mr. Cahill and Mr. Hoffman.

Past Minutes

Motion was made by Mr. Ward to approve the minutes of June 16, 2021 as written. Seconded by Mr. Christiani. Approved with an abstention from Ms. Salta.

Committee Update and Introduction of New Committee Member

Ms. Borghesan noted at the August meeting of the Town Council, she was appointed Chairman of the Committee and Mr. Christiani was appointed Vice-Chairman. Ms. Lynne Salta was appointed as a new member of the Committee and officially sworn in. Ms. Salta gave a brief overview of her background.

Board of Education Meeting Update (July 13)

Ms. Borghesan presented an update of the Board of Education meeting held on July 13. Ms. Borghesan and Mr. Lisi attended the meeting for the purpose of updating the BOE on the status of the project and inform them the Committee has agreed to utilize the Office of School Construction Grants and Reimbursement to submit an application. The BOE was requested to submit the application to the State for reimbursement and it was passed unanimously. The Board of Education motion is as follows:

The motion was made and seconded by Scot Kerr to authorize the Superintendent and the Business Manager to submit a School Construction Grant Application to OSCG&R for the Middlebrook Elementary School Project.

Since that meeting, Ms. Borghesan, Mr. Lisi, Mr. Kerr and Mr. Hendrickson attended the Prep meeting with the same office. Mr. Scinto requested clarification of the prep meeting as he was unfamiliar with this step in the process. The purpose of this meeting was to provide an opportunity for the BOE to go through the application process, review the calendar/timeline and what is required, the timing of the submission of the documents and how they are to be submitted. Mr. Lisi noted this is the standard format at the start of the project for State reimbursement and allows the team to receive updated guidelines on the documentation and any new information that is required. The team was provided with a list of items they need to submit.

Scot Kerr entered the meeting at 7:08 pm

Ms. Borghesan noted the State requested the Committee to formulate three resolutions that would be brought to the Town Council. These resolutions were attached to the agenda for review. Once the Town Council approves them, they are signed by the Town Clerk and the documents are included in the application. There are two reasons for this. The first is the State requests specific wording as a standard they can see and use for validation. The second reason is that the resolution must be in effect from a certain date until the project is completed. It is in effect for 12 months. If the resolutions are approved tonight and submitted to the Town Council, the project work will be next summer and it will be in the calendar timeframe of these resolutions. If the resolutions expire, the project would stop and they would need to go through the approval process to continue.

Mrs. Borghesan noted the State did confirm that the reimbursement rate for the Town of Trumbull is 34.29% for authorized expenditures within the project. Ms. Lisi noted the State also requires the BOE to approve the educational specifications as well. The educational specifications, a narrative of the roof building project, will be presented at the BOE meeting in September. That will also need to be signed by the Secretary and submitted with the application.

Ms. Borghesan requested a motion to accept these resolutions to be sent to the Town Council. Mrs. Katske noted the Town Attorney felt the motion to approve the three resolutions could include all resolutions "as attached to the agenda". Mr. Scinto questioned if there were minutes taken at the Prep meeting. Ms. Borghesan noted no minutes were taken but she took informal notes which she would share with him. Mrs. Katske noted nothing falls under FOI. Brief discussion was held regarding the Trumbull High School Building Committee and the difference in the process. Ms. Borghesan commented that the State has updated the software they use for the application to be completed, updated the process and the forms and this could have been part of the update.

Motion was made by Mr. Ward to present to the Town Council for approval the three resolutions attached to the agenda. Seconded by Ms. Salta. Discussion was held regarding the third resolution. It was recommended that the word "Roof" be added. The wording is awkward but was given to them by the State as it ultimately charges the Committee with the work. **Motion was made by Mr. Ward to add the word "Roof" to the third resolution. Seconded by Mr. Christiani. Roll call vote was taken as follows: Borghesan – yes; Christiani – yes; Scinto – yes; Salta – yes; Ward – yes. Motion approved unanimously. Roll call vote was taken on the original motion to approve the resolutions as follows: Borghesan – yes; Christiani – yes; Scinto – no; Salta – yes; Ward – yes. Motion approved by majority.**

Project Timeline and Next Steps

Ms. Borghesan noted one inquiry from the State was if there was any intention to add solar panels to the roof project. Discussion was held regarding this inquiry. Mr. Kerr confirmed there are solar panels on the roofs of Trumbull High School, Hillcrest Middle School, Frenchtown Elementary, Madison Middle School and TECEC. The State informed the Committee during the meeting that if they did intend to put panels on the roof and wanted to be reimbursed, it couldn't be a power purchase agreement as we are technically not paying for the equipment. Discussions would need to be held at the BOE level to get their thoughts on the change. Mr. Kerr noted that the required underlayment is included in the scope of the project should the BOE decided to add the panels. At this time, he did not see a need or desire to add this to the project. Mr. Lisi noted if the solar panels were installed for reimbursement, it would need to be within the 12-month period. A brief discussion of the BOE Capital Plan and the hiring of a new Director of Operations was held. Mr. Kerr felt this could be tabled until the new Director can be brought in on the project.

With regard to the project timeline, the resolutions will be brought to the Town Council's next meeting. Ms. Borghesan and Mr. Lisi will attend the next BOE meeting with the resolution for the BOE and once that is approved and signed it will be included in the application.

Submission of the application should be completed within the first ten days of October. It is anticipated that a response from the State will be received within 30-60 days. Mr. Lisi explained hearing back from the State is acceptance of the application. He noted documents, drawings and specifications have already been completed so the Committee is ahead of the game. With approval of the grant application, they can immediately request the State to approve the plans and specifications to go out to bid. Mr. Scinto asked if prevailing wage is part of the project. Mr. Lisi noted it would be a prevailing wage project because it is over \$100,000.

Discussion was held regarding the transfer of funds from the roof project to cover another BOE capital project regarding resurfacing of the parking lots at the Long Hill Building and sewer hookup. This transfer amount is less than \$50,000. Mr. Martin discussed the process for transfer of funds, the bonding authorization and costs for these projects.

Ms. Borghesan asked if placing solar panels on the roof at a future date would impact or invalidate the warranty for the roof. Mr. Lisi indicated it would not.

Next Meeting

It was agreed to schedule the next meeting of the Committee for September 22 at 7:00 pm. Additional meetings will be discussed at that time.

Adjournment.

Motion was made by Mr. Ward to adjourn the meeting at 7:49 pm. Seconded by Mr. Christiani and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk