

Middlebrook and Booth Hill Elementary School Roof Building Committee Virtual Meeting
September 13, 2023
7:30 pm

Present: Chairman Patricia Borghesan, Tony Scinto, Lynne Salta, Michael Ward, Joy Colon (entered at 8:14 pm) and Steven Cahill

Absent: Chris Bandecchi and Joanne Glasser Orenstein

Also Present: Kevin Bova, Director of Purchasing; 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 7:32 pm followed by the Pledge of Allegiance.

Past Minutes

Motion was made by Ms. Salta to approve the minutes of August 1, 2023. Seconded by Mr. Cahill and approved by unanimous consent.

Middlebrook Elementary School Roof Project

Financials were reviewed. No comments or questions.

Antinozzi Associates Invoice for Construction Administration for Middlebrook Elementary School for \$3,420.00 – **Motion made by Mr. Ward to approve the invoice. Seconded by Ms. Salta and approved by unanimous consent.**

Motion was made to take the Silktown Invoice for \$404,746.12 out of order by Ms. Salta. Seconded by Mr. Cahill and approved by unanimous consent. Motion was made by Ms. Salta to approve the invoice submitted for \$404,746.12. Seconded by Mr. Cahill. This invoice includes roofing labor, EPDM material, insulation material, sheet metal material, sheet metal labor, shingles labor, plumbing, ladders and part of the close out & clean up fee. There is still a small amount due. Paid to date - \$1,564,936. Punch lists are being reviewed. They are 99% complete. **Approved by unanimous consent.**

Silktown Change Orders

1. COR #2 – Mr. Cote noted #2 is not in the correct format. This is a compilation of Change Orders. The State requires individual orders so Change Order #2 is not valid.
2. COR #3 – Mr. Cote noted this is a credit of \$28,000.00. When the foreman came on the job, he reviewed the location of the roof drains and came up with a different plan that resulted in less plumbing. **Motion was made by Mr. Ward to approve Change Order #3 for a credit of \$28,000.00. Seconded by Ms. Salta and approved by unanimous consent.**
3. COR #4 – Mr. Cote noted this Change Order addresses the repointing of the chimney. The original approval was for an amount not-to-exceed \$25,000. Back up from the mason will be

required for the State. Mr. Martin noted this may not be reimbursable as it was not part of the scope and was a repair. Only the flashing was covered. **Motion was made by Ms. Salta to approve Change Order #4. Seconded by Mr. Cahill and approved by unanimous consent.**

4. COR #5 – Mr. Cote noted early in the job they asked the contractor not to install the skylights because of design work for the HVAC project. This area was filled in with metal decking resulting in a \$700.00 credit for the two skylight materials. **Motion was made by Ms. Salta to approve Change Order #5 for a credit. Seconded by Mr. Ward and approved by unanimous consent.**
5. COR #6 – Mr. Cote discussed the details of the drawings noting additional wood was needed to address the height of the slope insulation over one wing of the building. He discussed the COR with the contractor who submitted a revised invoice. **Motion was made by Ms. Salta to approve Change Order #6 as revised to \$5,680.50. Seconded by Mr. Scinto and approved by unanimous consent.**
6. COR #7 – Mr. Cote noted this Change Order addresses the leader on the side of the building discharging on the sidewalk. This was re-directed under the sidewalk into the catch basin. There was back-up from the side-contractor for \$3,500 attached to the COR. **Motion was made by Ms. Salta to approved Change Order #7 for \$3,675.00. Seconded by Mr. Ward and approved by unanimous consent.**

Mr. Cote noted the Committee should reconvene to discuss completion of the punch list with Mr. Lisi's final verification and release of final payment and retainage. There may be two requests for payment - any Change Orders and then the final payment. These should be received within the next two weeks.

Once this project is complete, application for HVAC funding will be made. Discussion was held regarding potential State requirements/reimbursements and town requirements/reimbursements.

The Middlebrook Elementary School Roof portion of the meeting was closed at 8:05 pm.

Booth Hill Elementary School Roof Project

Financials were reviewed. No comments or questions.

Antinozzi Associates Invoice for \$11,940.00 for Construction Documents.- **Motion was made by Ms. Salta to approve the invoice from Antinozzi Associates. Seconded by Mr. Cahill and approved by unanimous consent.**

Mr. Bova questioned if the project would go out to bid for next summer. Discussion was held regarding funding by the Town, Town Council resolutions and application submission. Mrs. Katske reviewed the approval process noting the Capital Plan would be voted on in November, the funding authorization would go to the Board of Finance in December and submitted to the Town Council in January.

Ms. Colon entered the meeting at 8:14 pm.

Mr. Cote will move forward with submission of the application, highlighting the approval of the Capital Plan with \$2,500,000 last year. State requirements were reviewed. Mr. Nugent thought it might be

more appropriate to give the State a resolution stating approval of the project than require them to read through the Capital Plan. Discussion was held regarding funding requirements with regard to the Capital Plan, Town Council resolutions and funding authorizations. Should something be required from the Town Council, the next meeting is October 2 which would keep them within the application window for October. After discussion, it was agreed to request a resolution from the Town Council stating approval of the project in the Five-Year Capital Plan for 2024.

Next Meeting

October 11, 2023 at 7:30 pm.

Adjournment

Motion was made by Ms. Colon to adjourn the meeting at 8:29 pm. Seconded by Ms. Salta and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk