

Middlebrook Elementary School Roof Building Committee Virtual Meeting
October 13, 2021
7:00 pm.

Present: Chairman Patricia Borghesan, Michael Ward, Tony Scinto, Lynne Salta and Mark Hoffman

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

Absent: Robert Christiani and Steven Cahill

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.

Past Minutes

Motion was made by Mr. Ward to approve the minutes of August 18, 2021 as written. Seconded by Mr. Hoffman. Ms. Borghesan made one correction to the minutes – Under Board of Education Meeting Update – third line should read “the Committee has agreed to utilize the Office of School Construction Grants and Review”. Motion was made by Mr. Hoffman to approved the amendment to the minutes. Seconded by Mr. Ward. Minutes were approved by unanimous consent as amended.

Approval of Antinozzi Associates Invoice

Ms. Borghesan presented an invoice from Antinozzi Associates for \$3,240.00. To date, \$40,060 has been paid of the original \$56,500 approved amount. Motion was made by Mr. Hoffman to approve the invoice. Seconded by Mr. Ward. Brief discussion was held regarding funding noting this is part of the original contracted amount. Motion passed by unanimous consent.

Update on Status of MSRBC Application to OSG&R (Office of School Construction Grants and Review)

Ms. Borghesan reported the application was submitted last week and congratulated Mr. Hendrickson on all the work done to complete the document. They have received a receipt from the State that they received the application. Ms. Borghesan noted she contacted the State and they informed her that, if there is no problem with the application, an approval letter would be received within 30-45 days. The application would then be forward to the next level for review and approval.

Mr. Lisi reviewed the process moving forward noting that the initial approval by the State was for the application. After the project approval is received, he would submit construction documents for approval which would take approximately another 30-45 days. These documents are already prepared. He contacted the State to schedule a Plan Completion Review (PCR) meeting date in advance of receiving the grant approval. No response was received. He is not sure they would do this review prior to grant approval. Mr. Lisi noted material delays are becoming more of a problem. Mr. Bova noted this problem is affecting town bids on other projects and regular supplies and felt the Committee should

move forward and go out to bid. If a contract is awarded, special language would need to be included due to the current circumstances.

Discussion was held regarding the availability of funding if the project is held up. Both Mr. Bova and Mr. Martin noted the State gives several years for this type of project and that funding should be available for at least two years once approved. Mr. Lisi felt, given the current supply issues, there is a possibility the project may not be done next summer as planned.

Discussion was held regarding the possibility of addressing another roof project after considering the delay expected with the Middlebrook Elementary project. The Board of Education has another roof project for Booth Hill Elementary that was being considered but had not been approved. They might want to consider moving forward on this project with the possibility of getting materials for both roofs. Currently only one project has been authorized.

Discussion was held regarding the possibility of going out to bid prior to receiving funding approval. Mr. Bova noted this was possible to do from his perspective and that unique language would need to be in the bid to address the current circumstances. Mr. Lisi advised that putting out a bid now would put the town at risk of losing State funding and materials may still be significantly delayed. Contractor bids would be the same individuals with or without State funding. At this time, there are no active problems with the Middlebrook roof and if they should occur, would be addressed by the BOE. Question was posed by Ms. Borghesan whether the Committee would want to take the action of bidding out the project prior to receiving official State approval for funding. Mr. Lisi noted the State is very adamant about not going out to bid without approval. Some projects have been funded after the fact but that may require special approvals or legislation. After further discussion, Ms. Borghesan, Mr. Lisi and a representative from the BOE will reach out to the State to schedule a meeting to discuss the possibility of moving forward with bids prior to funding approval under the current circumstances with material procurement problems. Ms. Borghesan did not feel comfortable moving forward with bids without discussing the situation with the State. Mr. Scinto noted the project is fully funded without the reimbursement from the State and felt the approval from the State may take longer than expected. Ms. Borghesan noted the project was submitted within the guidelines and all indications are they are not rejecting the project. This application was done to save the town money and it was felt it was the fiscally responsible measure to take. Mr. Lisi noted the State wants to make sure the design is in compliance with their requirements which is why they prefer approval before bids.

Next Meeting

Ms. Borghesan noted she would schedule a meeting of the Committee when they have information from the State regarding the application/bid process.

Adjournment

Motion was made by Mr. Ward to adjourn the meeting at 7:39 pm. Seconded by Ms. Salta and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk