

Middlebrook and Booth Hill Elementary School Roof Building Committee Meeting
November 16, 2022
7:30 pm
Long Hill Conference Room, Town Hall

Present: Chairman Patricia Borghesan, Michael Ward, Tony Scinto, Joanne Glasser Orenstein and Mark Hoffman

Absent: Steven Cahill, Lynne Salta, Joy Colon and Chris Bandecchi

Also Present: Dan Martin, Assistant Finance Director; Kevin Bova, Director of Purchasing and Cindy Katske, Chief Administrative Officer

The meeting was called to order at 7:32 pm by Ms. Borghesan followed by the Pledge of Allegiance and Roll Call. Ms. Borghesan noted she received a late message from Mr. Cote stating he forgot about the meeting and would not be able to attend. Therefore, because of Mr. Cote's absence, Ms. Borghesan felt they should postpone the bulk of the discussion of the Booth Hill School Roof project until the next meeting. She will update the Committee with some information from recent meetings.

Past Minutes

Motion was made by Mr. Ward to approve the minutes of November 1, 2022 as presented. Seconded by Ms. Glasser Orenstein. Motion was approved with one abstention from Ms. Glasser Orenstein.

Financials

Mr. Martin explained the current funding status for the Middlebrook School project noting the statement distributed reflects the Silktown Roofing posting. PO number is not indicated in the document but the figure is what was quoted/bid of \$2,091,500. He discussed the entire funding available indicating they are anticipating the State reimbursement at approximately 33% which will offset the Silktown money and the remainder is the responsibility of the Town. There is \$208,000 available which is unspent. This is to be used for change orders, clerk fees and any other miscellaneous items that are approved. There is still \$11,000 that is due to Antinozzi which is for construction administration. This account is flexible due to possible variations in construction costs.

Mr. Bova noted the purchase order has been initiated. He has a signed work contract, certificate of insurance, bonds and everything is in order. Orders for materials have been placed.

The Booth Hill Roof Replacement financial page indicates the payment of the approved invoice from the last meeting. The balance is now \$30,655. The final invoice from Antinozzi Associates was received for approval for the Booth Hill Roof Assessment for \$1,320. **Motion was made by Ms. Glasser Orenstein to approve payment of the invoice to Antinozzi, seconded by Mr. Hoffman and approved unanimously.**

Update on Booth Hill School Roof Project

Ms. Borghesan gave an update noting that at the last Committee meeting, Mr. Cote had indicated he would be asking for the full amount of funding for the project in the budget for this year. After further discussions, it was agreed he would ask for additional monies this year for design fees only. The Capital Plan was amended to add an additional \$50,000. The balance will increase by \$50,000 once it is authorized. Mr. Scinto noted the money was moved up in the Capital Plan and approval would move forward in the normal steps. Mrs. Katske noted the Plan will be presented to the Board of Finance in December and the Town Council in January.

Ms. Borghesan reviewed the process followed for the Middlebrook Roof project including the steps taken for State reimbursement. Mr. Cote initially felt the process for the Booth Hill Project, scheduled for summer 2024, would be different in the sense they would wait and get the design as part of the overall plan. The issue with timing, in terms of funding, design and motions, could be a lengthy process. They would run the risk of not being able to complete the project in the summer of 2024, if they waited. Therefore, the process will be very similar to the Middlebrook Roof project. They will share with the Town Council the Roof Assessment provided by Antinozzi Associates, move forward with bids for architects once the information is received, present the motions and then move forward and apply to the State. No timeline has been established. Mr. Bova noted the RFP for the architect would be done in January/February 2023. Bids for contractor would be Summer/Fall 2023. Additional details will be provided by Mr. Cote at the next meeting.

Ms. Borghesan noted at the last meeting, Mr. Cote gave a brief statement regarding a grant available from the State for HVAC improvements. It makes sense at this time to have this work done at Middlebrook School since they are replacing the roof. At the last Town Council meeting, the HVAC Committee for the Middlebrook School Roof was established. The three resolutions that have to go before the State were passed and, in theory, this will all work together. It was approved by the Board of Education at their last meeting. The deadline for the application is December 1 and Mr. Cote is assembling the information.

Facilities Assessment Presentation

Mr. Ward noted this presentation will be held on November 17, 2022.

Next Meeting

Tentative for December 6, 2022. The agenda should include a discussion of the Booth Hill School timeline, the various resolutions and details of the process.

Adjournment

There being no further business, motion was made by Mr. Ward to adjourn the meeting at 8:00 pm. Seconded by Ms. Glasser Orenstein and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk