

## HILLCREST MIDDLE SCHOOL BUILDING COMMITTEE

MINUTES- Meeting November 21, 2024

Meeting called to order at 7:10 p.m. by Chairman Joseph Costa

Attendance-Costa, Sather, Mecca, Morello, Altermatt, Lubin

Absent- Cinelli, Basbagill

Also in Attendance: FS Vikie Tesoro, Town Attorney James Nugent, Co-Chief of Staff Cindy Katske, Trumbull School Facilities Director, Kevin Dion

### Public Comment

John Butkus, 139 Pinewood Trail, Trumbull- He stated is is a long time resident of Trumbull and is employed by ARCADIS, an owner's rep firm. He offered to assist the Town with this project.

### AGENDA

#### Building Committee Rules

Town Attorney, James Nugent, indicated that rules 1-8 have already been satisfied or do not apply. Rule 9, approval of preliminary plans is subject to Town Council approval. The next rule is the selection of an architect.

Attorney Nugent advised the committee about the Freedom of Information Act. He advised e-mails concerning Committee business are not private . Care should be taken about group email conversations.

#### Requests for Qualifications and Payments

Town Purchasing Agent, Kevin Bova, explained there is a minimum 10-day bid period but they will use 3 weeks for submission of bids for the project architect. Normally, this is a 3-month overall selection process as the department is busy with ARPA bidding.

The Construction manager selection process is expected to take 6 weeks.

Chairman Costa indicated the project completion date is the 3<sup>rd</sup> quarter of 2028 and that an owner's representative is expected to be hired.

Meeting Schedule

The Committee consensus is to meet bi-weekly on Tuesdays at 6:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'CMA', is written above a horizontal line.

Carl A. Massaro Jr, acting clerk