



**Hillcrest Middle School Building Committee
Virtual Meeting
August 19, 2025
7:00 pm**

Present: Chairman Joseph Costa, Bill Mecca, Ann Sather, Andrew Lubin, Bob Gerbert, Fran Basbagill, J.C. Cinelli and Jeff Alterman

Absent: John Morello

Also Present: Michael Scott, Program Manager, TSKP; Randall Luther, TSKP; Emily Sifuentes, OPM-Finance, Arcadis; Gregory M. Raucci, Construction Manager, Bismark Construction; Kevin Bova, Purchasing Director, First Selectman Vicki Tesoro and Town Attorney James Nugent

The meeting was called to order at 7:00 pm followed by Roll Call and the Pledge of Allegiance.

Past Minutes

Motion was made by Mr. Lubin to approve the minutes of August 5, 2025. Seconded by Ms. Sather and approved with an abstention from Mr. Cinelli.

Public Comment

No public comment.

Review and Approval of Invoices

Ms. Sifuentes presented TSKP Invoice #250501-2 for \$410,000 for schematic design. Her role is Financial Control on the project and attended on behalf of Mr. Butkus. She noted Mr. Butkus will be reviewing and approving all invoices throughout the project for payment, with Arcadis invoices being reviewed and approved by the Town/BOE for payment as agreed at the meeting with the Town Finance Department.

Motion to approve the TSKP invoice was made by Mr. Mecca, seconded by Mr. Cinelli and approved by unanimous consent.

New Business

Architect's Project Update – TSKP

Mr. Scott discussed the following:

1. Geotech survey is completed and preliminary results have been received. Need to work with structural to set the finished floor based on their survey and then Geotech will complete the report with their recommendations.
2. All the building hazmat samples have been completed. Those were sent to the lab; they will formulate an opinion of probable cause for the abatement of the existing building.
3. Most of the site environmental has been completed. There was a problem with Eversource and access to the old transformer room that is being resolved. This should not present a problem for access with students on site.
4. Continued meeting with staff and having more robust meetings with Town professional staff including the Fire Marshal, Parks and Rec and others. These meetings resulted in a revision of the site plan reviewed at the last meeting.
5. The design team has assembled a set of drawings and narratives to go into pricing with Bismark and the third party estimator. They were sent out last week. Meeting with all parties set for 8/20 to answer any questions.
6. The survey has been completed with all portions documented. A copy of the survey will be sent to Mr. Dion.
7. Geotechnical borings were reviewed. Logs are done. Borings #6 & #7 had considerable fill which was expected in the pit area. Boring #8 hit rock at 5 feet. This will need to be balanced out when they sit the finished floor of the structure and get a recommendation from Geotech on how to support that corner of the building. This site plan application will be presented to Inland Wetlands for information. Some of the other borings were sandy, up to 10 feet, and depending on the location of the finished floor, additional ground improvements may be required.
8. Site plan submitted for pricing was reviewed. Existing building was also included. There is an opportunity to construct one additional field, hard courts and parking to replace the high school parking that will need to be relocated, depending on Committee approval and budget. Fire Marshal requested 3-side access for emergency fire vehicles. There is an area of refuge for half the school in the back area. Also pricing and recommending that the public access off the right-of-way at the end of the property be reconfigured by widening the opening and turn area should it need to be used.
9. Continuing to monitor the impacts to the JV field. It will take most of the field off-line either for staging and/or the geothermal well field. Brought back on-line once the well field is constructed.

Questions and Comments

1. (Mecca) – It would be helpful to know exactly what the additional field and hard court areas may cost because it may not be feasible. Working with the budget, there may not be any extra funding to cover these areas. Should keep in mind, as the project moves forward, that the Town may not be able to finance those areas for a while. *Discrete pricing will be obtained for those areas as part of the design pricing effort. It is likely all the work will be bid at once with the exception of the early enabling pieces. These areas can be kept for a long time in the project and removed, if necessary.*

2. (Costa) – Does the Ed Spec stipulate anything with regard to fields (type and number). *There are outdoor athletic fields called for in the Ed Spec but not clear as to the count or disposition of the fields. Changes can be made along the way. What is the current layout of the fields? Reviewed information with Parks and Rec. There are adds to the campus, others are shifted. Field 9 and 14 are part of the discussion referencing size. Would be beneficial to have an as is design and as proposed design for future questions.*
3. (Costa) – Ed Spec on parking for staff, visitors, stacking/number of busses and stacking of parents for drop off and pickup. Improving the traffic pattern with design. Need a comparison.
4. (Costa) – Is the current plan optimal location for solar. *Yes.*
5. (Costa) – Services. *Have not concluded discussions with UI. Currently, they bring in two parallel services to the building and they do not think the PV array will exceed the capacity of those services. It will be monitored.*
6. (Costa) – Services to the school. *Working with Mr. Dion to make sure they have the specifics for what it required.*
7. (Costa) – What is the interim plan as the project progresses – any consideration given to parking and building usage requirements. *This has been considered but not decided with Bismark. Logistics will be decided and adjustments will be made as necessary. This will be a decision made with the educators. All involved need to be safe when on site.*
8. (Alterman) – has consideration been given to his earlier request for temporary spaces in the emergency area for staff. *Needs to be worked out; can be done.*
9. (Nugent) – what is the percentage of completion for the schematics at this time. *60% was billed; all drawings intended for issue have been issued; still need to wrap up the structural narrative and civil landscape narrative (done soon); include the pricing module by mid-September.*

Mr. Costa requested the package be sent to the Committee for review. Mr. Scott stated he would send it when it has been completed. Pending the estimate, they may have to make changes to the document.

OPM's Project Update - Arcadis

Ms. Sifuentes discussed the following:

1. Budget – The goal is to have the recommended budget become the numbers used moving forward and establish the project budget. Mrs. Pires will be able to set up the project account codes for the remaining lines and can begin reporting on any expenses and encumbrances moving forward starting with the next meeting. Draft was reviewed including Grant Budget, Recommended Budget Adjustments and Recommended Budget.

Questions and Comments

1. (Lubin) – what is considered a project financing cost – *this is 1% and includes all the costs it takes to bond out the project.*
2. (Nugent) – what is the PPA termination fee – *this is the Power Purchase Agreement for solar on the current building contract termination fee/contract buy out.* Mr. Costa noted they would attempt to enter into another agreement that can offset some of the losses.
3. (Nugent) – legal line may be lower; there will be no permit fees from the Town only a State fee.
4. (Nugent) – is there a CM contingency – *this is separate from the owner contingency and not part of the budget. Once it is established, they could include a tally in the budget.*

5. (Nugent) – FF&E numbers – number increased based on other projects being done currently. *Unknown about the market and tariffs; need to meet with the working groups to see what is required.*
6. (Costa) – project financing - is it percentage based. *Mrs. Pires noted it is 1%. It will be held throughout the project and should not fluctuate.*

Mr. Costa did not have any concerns with the numbers presented.

7. (Lubin) – playground funds have been put into the contingency; could be considered for the fields, etc. at the end of the project.

With no changes in the proposed/recommended budget, this column will now become the project budget. Updates will be seen starting in September. There will always be an accompanying sheet for Owner Contingency with any charges noted. Committee requested the detailed budget and a summary of hard versus soft costs be presented monthly. Adjustments can be made on request from the Committee.

Purchasing Director

Mr. Bova discussed the following:

1. Working on the Commissioning Agent paperwork and waiting to hear back from Mr. Butkus. The formal bid will be completed by Mr. Dion.
2. Has the contract for Arcadis.
3. Waiting for all original bids/paperwork to be returned to be placed in the file cabinet at Town Hall.
4. Starting the Purchase Order for Arcadis.
5. Bismark contract is being discussed with the Town Attorney. When completed, a Purchase Order will be written and everything will be encumbered.
6. Mrs. Pires has indicated Change Orders and invoices will be approved by Mr. Butkus, except for his own business. These will be brought to the Committee for review and approval. Once approved, all invoices will be signed by the Committee Chairman and given to Finance for processing. All approved Change Orders will be given to Mr. Bova to be filed and he will make the changes on the POs.
7. Commissioning Agent bid should be out in September and signing and award should be by the first week in October.

CM's Project Update – Bismark Construction

Mr. Raucci discussed the following:

1. Drawings were received from TKSP. Looking forward to reviewing them and hope to have a budget within the next three weeks. The schematic design estimate is scheduled to be presented on September 16.
2. Unknown if Mr. Morello spoke with the Manchester school system.
3. Logistics plan during construction will be developed.

Next Meeting

September 2, 2025 by ZOOM. It was agreed by the Committee members to continue virtual meetings through the month of September.

Actions/Approvals of Building Committee

No items at this time.

Mr. Gerbert asked if the cost analysis had been developed with the three options (#2, #3 and #5) decided by the Committee last meeting. Mr. Costa indicated there is still information to be added to the analysis. Mr. Scott noted the preferred option is the base option. They are pricing four options which also includes a hybrid design as discussed.

Adjournment

There being no further business, motion was made by Ms. Basbagill to adjourn the meeting at 8:05 pm. Seconded by Mr. Mecca and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk