



TOWN OF Trumbull CONNECTICUT

HILLCREST MIDDLE SCHOOL BUILDING COMMITTEE

MEETING AGENDA – OCTOBER 14, 2025, AT 7:00 PM

LOCATION: BOARD OF EDUCATION – AUDITORIUM
LONG HILL ADMINISTRATION BUILDING
6254 MAIN STREET
TRUMBULL, CONNECTICUT

- i. CALL TO ORDER
- ii. PLEDGE OF ALLEGIANCE
- iii. ROLL CALL
- iv. APPROVAL OF MINUTES – SEPTEMBER 30, 2025
- v. PUBLIC COMMENT
- vi. REVIEW AND APPROVAL OF INVOICES
- vii. NEW BUSINESS
 1. ARCHITECT'S PROJECT UPDATE – TSKP
 2. OPM'S PROJECT UPDATE – ARCADIS
 3. CM'S PROJECT UPDATE - BISMARK
 4. DATE OF NEXT MEETING
 5. ACTIONS / APPROVAL OF BUILDING COMMITTEE - IF REQUIRED
- viii. ADJOURNMENT

**TOWN OF TRUMBULL
CONNECTICUT**



**Hillcrest Middle School Building Committee
September 30, 2025
7:00 pm
Council Chambers, Trumbull Town Hall**

Present: Chairman Joseph Costa, Bill Mecca, John Morello, Andrew Lubin, Ann Sather, Fran Basbagill, and Jeff Alterman

Absent: J.C. Cinelli and Bob Gerbert

Also Present: Robert Tencza, Arcadis; Gregory Raucci, Bismark Construction; Kevin Bova, Purchasing Director; Town Attorney James Nugent and Dan McInerney, President of the Fairfield County Building Trades

The meeting was called to order at 7:02 pm followed by Roll Call and the Pledge of Allegiance.

Past Minutes

Motion was made by Ms. Sather to approve the minutes of September 16, 2025; seconded by Mr. Lubin. After discussion, the following amendments were made:

1. Page 1 – motion to approve should read A. Lubin.
2. Page 1 – Amount of invoice should be added at \$164,000. Motion to approve TSKP invoice should read J.C. Cinelli motioned, seconded by Mr. Mecca.
3. Page 5 – Total of All Construction should read \$126,610,918.

Motion was made by Mr. Mecca to amend the minutes as discussed; seconded by Ms. Sather. Unanimous consent. Motion was made by Mr. Morello to approve the minutes as amended; seconded by Ms. Basbagill. Unanimous consent.

Public Comment

No public comment.

Review and Approval of Invoices

Mr. Tencza indicated the Summary Sheet of Invoices will be prepared for every meeting and when they get to the construction page it will include project Change Orders, etc. The following invoices were presented for discussion and approval:

1. Tecton Architects – dated March 31, 2025, Invoice #48065 – approved by Mr. Dion and Arcadis was asked to put on the agenda for approval.
2. Bismark Invoice #1 for Pre-Construction
3. Arcadis Invoice #36072170 for Pre-Construction

Discussion and approvals:

1. Arcadis Invoice for \$50,100.00 – **moved by Ms. Sather to approve; seconded by Mr. Mecca.** Mr. Bova reiterated that Mr. Dion (BoE) would approve any invoices from Arcadis, Arcadis approves invoices from Bismark and TSKP, and then they are sent to the Committee for approval as discussed in a meeting with the Finance Department. **Unanimous consent.**
2. Bismark Invoice for \$48,313.40 – **moved by Mr. Morello to approve; seconded by Mr. Alterman. Unanimous consent.**
3. Tecton Architects Invoice for \$10,213.06 – **moved by Ms. Sather to approve; seconded by Mr. Mecca.** Mr. Lubin questioned their relationship to the project. Tecton did the initial feasibility and Ed Specs. The current invoice is for meeting attendance, project coordination and graphic material. Dates of work indicate 2023 and would have been completed before the referendum for the project. After further discussion, it was determined it should be sent back to the Board of Ed for payment. **All in favor of approving the invoice – 0; all opposed – 8; abstentions - 0. Motion failed.**

New Business

1. Presentation from the Trade Union Representative Regarding a Project Labor Agreement (PLA) – Mr. Dan McInerney introduced himself as President of the Fairfield County Building Trades and the Business Manager and Secretary for the Electrical Workers Union. He discussed a project labor agreement noting the following:
 - a. It is a contractual agreement between the Town, Construction Manager, General Contractor and the Building Trades that would be working on the job. This guarantees that the job will run smoothly and that highly qualified workers will be on the job.
 - b. A certain percentage of workers will be local residents.
 - c. All trades have their own apprentice programs.
 - d. The Building Trades Training Institute was discussed. This provides exposure to the trades as a type of “bootcamp” for individuals who may not attend college but would like to learn a trade.
 - e. A PLA promotes predictability, coordination and efficiency of the building project. Clauses ban strikes and lock outs.
 - f. Valuable construction tool for planning projects and controlling costs.
 - g. It is an insurance policy for taxpayers guaranteeing the infrastructure is built by competent workers to the highest standard of safety and craftsmanship.
 - h. Projects are known to be completed on time and on budget.

Mr. McInerney hoped to come back at a future meeting to further explore a PLA. Mr. Mecca questioned how to engage high school students to become interested in this type of opportunity. Mr. McInerney spoke on the advantages of going into the trades including insurance, benefit packages and training. There is an opportunity for this group to attend a Job Fair. Mr. Lubin asked if Trumbull has done a PLA for other projects. It was noted the Town

declined doing a PLA for the high school. Mr. Costa requested a sample PLA for the Town Attorney to review.

2. Update from Arcadis – Mr. Tencza noted the following:
 - a. Worked on an addendum to the Commissioning Agent RFQ/P.
 - b. Met with TSKP, Bismark, Arcadis and school facilities staff to hone in on the use of the athletic fields and what needs exist.
 - c. Monthly budget report will be presented at the second meeting of the month. They will also sync invoices to be presented at this meeting.
 - d. Budget report indicates, through the end of August, they have expended \$82,000 in invoices. All invoices approved in September will be included in the report the end of October. They plan to have the information to the Clerk the Thursday prior to the meeting for distribution.

Executive Session

Mr. Costa noted they received six submissions for Commissioning Agent from competent firms that were very well put together. **Motion was made by Mr. Alterman to enter into Executive Session at 7:31 pm to review the Commissioning Agent submissions; seconded by Ms. Basbagil and approved.**

Members present include the Building Committee, Mr. Tencza from Arcadis, Town Attorney Nugent and Mr. Bova. **Motion was made by Ms. Basbagill to exit Executive Session at 8:03 pm; seconded by Ms. Sather. Unanimous consent. Motion was made by Ms. Sather to approve Sustainable Engineering Solutions as the Commissioning Agent; seconded by Mr. Alterman and approved by unanimous consent.**

New Business

3. Mr. Costa noted there will be an update on the project given to the Town Council on October 6. TSKP and Arcadis have provided a Power Point with site plans, building plans, etc. The following information will also be reported - a report on the budget and how the numbers were reconciled; Committee approval to proceed with design and development and a bar chart indicating the due dates for the next phases.

Mr. Nugent suggested two additions to the Commissioning Agent vote – contract price of the bid and reasons for selection. **Motion was made by Ms. Basbagill to amend the motion; seconded by Mr. Mecca.** Discussion. The amendment is to note the proposed fee is \$172,000. It should also note the two reasons for their selection which were 1) experience and inclusion of the exterior envelope commission work that is important for a Net Zero project and 2) familiar with their work through other projects. **Motion was made to approve the original motion with amendments by Ms. Sather; seconded by Mr. Mecca and approved by unanimous consent.**

Next Meeting

The next meeting will be held in person on October 14, 2025 at 7:00 pm at the Board of Education Auditorium.

Adjournment

There being no further business, motion was made by Ms. Basbagill to adjourn the meeting at 8:15 pm; seconded by Mr. Mecca and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk