

**TOWN OF TRUMBULL
CONNECTICUT**



**Hillcrest Middle School Building Committee
April 21, 2026
7:00 pm
Council Chambers, Trumbull Town Hall**

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

Absent: Andrew Lubin

Also Present: Robert Tencza, Arcadis; Gregory Raucci, Bismark Construction; John Butkus, Arcadis; Michael Scott, TSKP; Town Attorney James Nugent; Lisa LoBuono, Assistant Director of Finance

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

Past Minutes

Mr. Gerbert motioned to approve the minutes of March 31, 2026 as written; seconded by Mr. Mecca. Approved with abstentions from Mr. Cinelli and Ms. Sather.

Public Comment

No public comment.

Review and Approval of Invoices

Mr. Tencza presented two invoices for approval.

- 1. Ms. Sather motioned to approve Arcadis Invoice #36119139 in the amount of \$15,400 for services through March 31, 2026; seconded by Mr. Cinelli and approved.**
- 2. Ms. Basbagill motioned to approve TSKP Invoice #250501-10 in the amount of \$304,000 for services through March 31, 2026; seconded by Mr. Mecca and approved.**

New Business

Architect's Project Update – TSKP

Mr. Scott noted the following:

1. The project is moving along smoothly.

2. Working towards the May 19 deadline to issue the pricing documents that become the code review documents for the third party peer review and code review.
3. Environmental Consultant conducted additional testing when the school was empty and updated the abatement and demolition reports. Estimates dropped approximately \$200,000 because they found less material than expected. They had access to larger portions of the property to confirm information.
4. Reaching out prior to the pricing documents to facilities and educators to make sure they have done everything requested so they can be captured in the final CD scope.
5. Attestations from the required Town Departments were submitted to TSKP and were forwarded to OSTA by Langdon. Approval should be soon.

OPM's Project Update

Mr. Tencza noted the following:

1. Third Party Code Reviewer was discussed. Attorney Nugent was working on WSP contract and it was determined they missed a scope in the RFP with regard to codes and reviews. After further review and discussion, it was the recommendation of Arcadis to rescind the recommendation for WSP and award Russell and Dawson a contract for the Third Party Code Reviewer. Their cost estimate is still within budget at \$75,000 and within scope. WSP estimate was \$32,000.
2. Material Testing Services RFP - material testing agent is the quality control consultant on site. Conducts soil analysis to meet the specifications in the geotechnical report and testing such as compaction of fill in the pit area, concrete, masonry, structural steel. This is scheduled to go out next month. Mr. Tencza noted Michael Horton, TSKP, has worked on the specifications for each building element. This has been approved by the Building officials. Bid form is being developed with Bismark and will be sent for signatures. Expect a three week turnaround with bids back before Memorial Day leaving an appropriate length of time to on board.
3. Special Inspections Coordinator – a licensed engineer that will review the inspection reports from the different agencies. They make sure everything is closed appropriately. Different options were presented to secure this coordinator including hiring Michael Horton, TSKP, direct which is very common in the business or putting the position out to bid to solicit an outside engineer. Past experience has the engineer of record in this position. Would need to review the Town's procurement policies for bidding the position. Mr. Gerbert and Mr. Costa felt it best to retain Mr. Horton for the position. This would be an add service to the TSKP contract; they would bring it forward for approval. Cost is competitive and usually less when taking this direction. Mr. Scott will prepare the information for presentation to the Committee.
4. Had a successful meeting with the Plan Reviewers and came back with a few check list items such as signatures on documents (problem with DocuSign to be resolved; slightly behind schedule because of these signatures); OSTA permit, new space calculation worksheet to be completed that came out in November and revisions to the scope letter.
5. Grant extension request was submitted for one year; no response to date.
6. Working with the Design Team, TPS and the Town on permits and new utility services.
7. April 2026 – OSTA approval; issue Materials Testing Services RFP.

8. May 2026 – Phase 1 bidding begins; Phase 2 Construction Documents completion and estimating – third party reviewer will review; select Material Testing Agency.
9. June 2026 – Start of Construction deadline June 6 – extension request submitted; Phase 1 Notice to Proceed; Phase 1 building permit; June 9 – HMSBC and BOE approval of Phase 2 Construction Documents.
10. July 2026 – Construction begins; go to the State for Phase 2 PCR.
11. Schedule was reviewed with changes as discussed.
12. Encumbered \$14,563,208 in contracts; paid to date approximately \$2,780,000; still waiting for the first OGA reimbursement (April/May).
13. Owners Contingency is over \$8,000,000.
14. EnergizeCT was discussed. UI is the program administrator. As part of the program, they must hire an energy consultant that will review design documents, energy model, completion documents and assess EUIs of the building 12 months after occupancy. This review will determine the incentive returned to the Town; incentive is a 50/50 split with the consultant. Looking for approval to spend \$6,970 as the Town's share for the program. Consultant would be Karpman Consulting. No contract; administered through UI; proposal document has been received. Hoping for a six-figure incentive at the end.

Additional discussion was held regarding the time extension and the fencing installation. Grant is secure with either option implemented.

Ms. Sather motioned to approve writing a check to UI for \$6,970 in support of the energy incentive program; seconded by Mr. Gerbert and approved.

Ms. Sather motioned to rescind the initial award to WSP and award Russell and Dawson for the amount of \$75,000; seconded by Mr. Gerbert. Bids were discussed with regard to qualifications and scope; Russell and Dawson carried the full scope within the documents. **Motion approved.**

Construction Manager Update

Mr. Raucci noted the following:

1. Developing bid packages for Phase 2.
2. PCR meeting was held and previously discussed.
3. Working on the animated model for TPS to be presented on May 5.
4. Meeting with Structural Design Team and RAM Detailing to project time line and review RFIs with Detailers.
5. Discussed special inspections for the overall project including hours/days needed for the lifts regarding the fill for the pit area.
6. Constructed an overall draft for the new school.
7. Animated model was shown and discussed.

Executive Session

Mr. Gerbert motioned to enter into Executive Session at 7:47 pm to review the Third Party Structural Engineer's proposals and review the revised PLA agreement proposed for the HMS project; seconded by Mr. Mecca. Invited to the Session included the Committee members and Attorney Nugent. Motion approved. Ms. Sather motioned to exit Executive Session at 8:18 pm; seconded by Mr. Alterman and approved.

Actions/Approval of Building Committee

- 1. Ms. Basbagill motioned to approve e2 Engineers, LLC for the Third Party Structural Engineer; seconded by Mr. Cinelli. Amount for e2 Engineers is \$13,500. Motion approved.**
- 2. Mr. Morello motioned to approve the PLA as amended by Attorney Nugent; seconded by Mr. Mecca. In favor – Morello, Mecca, Gerbert; Opposed – Basbagill, Costa, Cinelli, Alterman and Sather; no abstentions. Motion failed 3-5-0.**

Next Meeting

The April 28 meeting is cancelled; next meeting will be May 12, 2026.

Adjournment

There being no further business, Ms. Basbagill motioned to adjourn the meeting at 8:21 pm; seconded by Mr. Cinelli and approved.

Respectfully submitted,

Barbara Crandall
Clerk

A photograph of a classroom scene. A female teacher with blonde hair and glasses is leaning over a desk, assisting a group of students. The students are seated at desks, some using laptops. The background shows other students and classroom windows. The text is overlaid on the image.

HILLCREST MIDDLE SCHOOL TOWN OF TRUMBULL

Hillcrest Middle School Building Committee Arcadis Report

April 21, 2026



AGENDA

A) Project Updates

B) 90 Day Look-Ahead

C) Financials for Period Ending 03/31/26

- Budget Overview
- Owner Contingency

D) Invoices For Review & Approval

E) Items For Review & Approval

- Selection of 3rd Party Structural Consultant
- Re-selection of 3rd Party Code Consultant
- Karpman Consulting – Zero Net Energy Technical Assistance Services

An overhead photograph of two construction workers wearing high-visibility vests and hard hats, leaning over a table to review architectural blueprints. The table is cluttered with various items including a rolled-up blueprint, a tablet, a smartphone, pens, and other documents. The scene is set on a concrete floor.

PROJECT UPDATES



PROJECT UPDATES

- 3rd Party Code Review RFP Update
- Material Testing Services RFP
- Special Inspections Coordinator Options
- Phase 1 Office of Grants Administration Pre-Bid Conformance Review
- Submitted grant extension request to OGA
- Working with Design Team and TPS to submit permits and new utility services

A person's hand is shown hovering over a laptop keyboard, suggesting a moment of decision or contemplation. The scene is dimly lit, with a warm light source visible in the background, possibly a lamp or a window. A small potted plant is visible on the left side of the frame. The overall atmosphere is focused and professional.

90 Day-Look Ahead



90 DAY LOOK AHEAD SCHEDULE

April 2026

- OSTA Approval
- Issue Materials Testing Services RFP

May 2026

- Phase 1 Bidding Process Begins
- Phase 2 Construction Documents Completion & Estimating
- Select Material Testing Agency

June 2026

- Start of Construction Deadline June 6th – Extension Request Submitted
- Phase 1 Notice to Proceed
- Phase 1 Building Permit
- June 9th - HMSBC & BOE Approval of Phase 2 Construction Documents

July 2026

- Start of Phase 1 Construction
- Phase 2 OGA PCR

Hillcrest Middle School

PHASE 1 & 2 GMP

PRECONSTRUCTION MILESTONE SCHEDULE



4/21/2026

Milestones	Schedule Plan	Current Target	Actual	Delta
☐ Phase 1 HMSBC Approval of CD's	March 24, 2026		March 31, 2026	7
☐ Phase 1 BOE Approval of CD's	March 24, 2026		April 7, 2026	14
11 OSTA Approval	~~April 10, 2026~~	April 28, 2026		
12 Phase 1 OGA PCR Approval	April 28, 2026			
13 RFP for Material Testing & Special Inspection Coordinator	~~April 29, 2026~~	April 24, 2026		
14 Phase 1 Advertise for Bid	May 1, 2026			
e Phase 2 Construction Documents	~~May 1, 2026~~	May 19, 2026		
16 Phase 2 3rd Party Reviews Reports Completed	May 21, 2026			
17 Phase 1 Bids Received	May 22, 2026			
18 Phase 1 Temp Fence BP Approval by HMSBC	~~June 9, 2026~~	May 26, 2026*		
19 Phase 1 Sitework BP Scope Reviews	May 29, 2026			
20 Phase 1 Building Permit Approval	June 4, 2026			
21 Phase 1 Sitework BP Recommendation to HMSBC	June 4, 2026			
22 Phase 2 CD Estimate Reconciliation	~~May 21, 2026~~	June 5, 2026		
23 Start of Construction Deadline	June 6, 2026			
24 Phase 2 HMSBC & BOE Approval of CD's	~~May 24, 2026~~	June 9, 2026*		
25 Phase 1 Sitework BP Approval by HMSBC	June 9, 2026			
26 Selection of Material Testing & Special Inspection Coordinator	June 9, 2026*			
27 Phase 1 Approved by Town of Trumbull	June 12, 2026			
28 Phase 1 Start of Construction	~~June 25, 2026~~	July 6, 2026		
29 Phase 2 OGA PCR Approval	July 24, 2026			
30 Phase 2 Advertise for Bid	July 27, 2026			
31 Phase 2 Bids Received	August 21, 2026			
32 Phase 2 Scope Reviews	August 28, 2026			
33 Phase 2 Building Permit Approval	August 28, 2026			
34 Project GMP Recommendation to HMSBC	September 3, 2026			
35 Project GMP Approval by HMSBC	September 8, 2026*			
36 Project GMP Approved by Town of Trumbull	September 9, 2026			
37 Phase 2 Start of Construction	September 14, 2026			
*HMSBC Meeting Dates				



FINANCIALS

People First | Client Success | Integrity | Sustainability | Collaboration



Project Budget Summaries



PROJECT BUDGET	\$ 142,375,000.00
Total Encumbered	\$14,563,208.00
Paid to Date (PE 03/31/26)	\$2,778,103.50
Encumbrance Balance	\$11,785,104.50
Unencumbered	\$127,811,792.00
Amount Reimbursed to Date (OGA)	\$0.00
% Reimbursed to Date by OGA	0%



**TOWN OF TRUMBULL
HILLCREST MIDDLE SCHOOL
STATE PROJECT #144-0108N
BUDGET SUMMARY
MARCH 2026**



MUNIS OBJ CODE	Description	Current Budget As of 04/01/26	Expended To Date Through 03/31/26
584000	Architect and Engineering Services	\$ 5,513,870	\$ 2,561,870
584036	Owner's Oversight	\$ 2,267,263	\$ 123,950
584030	Town Services	\$ 555,000	\$ 2,000
584010	Construction Manager	\$ 118,571,294	\$ 90,284
584020	FF&E/Technology	\$ 6,000,000	\$ -
589957	Owner Contingency	\$ 8,055,396	
	<u>State Grant - Project Total</u>	<u>\$ 140,962,823</u>	<u>\$ 2,778,104</u>
522205	Project Financing Costs	\$ 1,412,177	
	<u>OVERALL TOTAL PROJECT COST</u>	<u>\$ 142,375,000</u>	<u>\$ 2,778,104</u>

Owner Contingency Summary

Original Owner Contingency	\$8,173,966.00
Increase to Owner Contingency	\$0.00
Revised Owner's Contingency	\$8,173,966.00
Total Transferred from Owner Contingency	\$196,570.00
Total Transferred to Owner Contingency	\$78,000.00
Current Owner's Contingency – As of 04/01/26	\$8,055,396.00

Owner Contingency Detail Breakdown



Owner Contingency Amount

\$ 8,173,966.00

Distributed To (Description Budget Line)	Transaction	Committee Date Approved	Amount
Architect and Engineering Services			
Architect Fees	Amendment #1	11/18/2025	\$ 23,870.00
Subtotal for Architect and Engineering Services			\$ 23,870.00
Owner's Oversight			
Owner Representative Services			\$ -
Commissioning	Transfer Bid Savings to Owner Contingency	9/30/2025	\$ (78,000.00)
Environmental Consultant			\$ -
Testing & Inspection			\$ -
Moving			\$ -
Builders Risk Insurance			\$ -
Subtotal for Owner's Oversight			\$ (78,000.00)
Town Services			
Town Legal Services			\$ -
Subtotal for Legal Services			\$ -
Construction Manager			
Pre-Construction	Change Order #1	3/3/2026	\$ 172,700.00
Construction			\$ -
Subtotal for Construction Manager			\$ 172,700.00
FF&E/Technology/Playground			
Fixtures, Furniture and Equipment			\$ -
Technology			\$ -
Playground			\$ -
Subtotal for FF&E/Technology/Playground			\$ -
Total Transferred from Owner Contingency			\$ 196,570.00
Total Transferred to Owner Contingency			\$ (78,000.00)
<u>Revised Owner Contingency Amount (Current As of 04-01-26)</u>			<u>\$ 8,055,396.00</u>

A close-up, slightly blurred photograph of a person's hand pointing at a laptop screen. The laptop is open on a dark wooden desk. To the left of the laptop is a small potted plant with green grass-like leaves. In the background, a warm, glowing light source, possibly a lamp, is visible, creating a bokeh effect. The overall scene suggests a professional or office environment.

INVOICES FOR APPROVAL

Invoices For Approval



INVOICE/PAYMENT APPLICATIONS SUMMARY

Invoice #/ Payment Application Date	Invoice #/ Payment Application #	Period Ending	Description of Service	Vendor	Total Amount Billed
4/9/26	36119139	03/31/26	Owner Representative Services	Arcadis	\$15,400.00
4/9/26	2505101-10	03/31/26	Architectural Services	TSKP	\$304,000.00
					\$319,400.00

MOTION

The HMSBC approves the invoices as presented in the amount of \$319,400.00

A blurred classroom scene with a teacher standing at the front near a chalkboard. Several students are seated at desks, with one student in the foreground prominently raising their hand. The text "FOR APPROVAL" is overlaid in white, bold, sans-serif font.

FOR APPROVAL

3/10/2026

Alberto Aguillon, Senior Engineer

Avangrid

60 Marsh Hill Rd, Orange, CT, 06477

RE: Hillcrest Middle School

Zero Net Energy Technical Assistance Services Proposal

Trumbull, ConnecticutDear Alberto:

Karpman Consulting is pleased to provide you with this proposal for Zero Net Energy technical assistance services for Hillcrest Middle School located in Trumbull, Connecticut. This project is currently in design development and is expected to complete construction by 6/1/2028

This facility will be served by Avangrid for electricity and Avangrid for gas.

The Town of Trumbull is participating in EnergizeCT Path 1 Net Zero/Deep Energy Savings Program.

Background and Project Description

Path 1 encourages customers to pursue a sustained focus on low site Energy Use Intensity (EUI) from early design all the way through post-occupancy. Path 1 is a performance-based participation pathway, such that final customer incentives are based on the building's post-occupancy site EUI, which is measured for 12 months from the building's steady state occupancy. Modeling is required by the customers design team for this pathway. Because the Program is a path-to-zero incentive offer, customers are not required to install solar or purchase renewable energy offsets to participate. To promote electrification, a heat pump adder incentive is offered. Project qualifications are detailed in Path 1 MOU. A net zero consultant is provided for each project.

The TA Vendor is brought in to complete two separate verification scopes of work. Scope 1 takes place at the end of building design and Scope 2 takes place at the completion of the one-year occupancy period.

Hillcrest Middle School consists of the following:

1. The building is a New Construction Project comprised of classrooms, a library, offices, a gym, & a cafeteria spaces. The combined square footage will be approximately 139,283 SF.
2. Standard hours of occupancy are 7 AM to 3 PM, Monday through Friday.

3. Mechanical Systems:

All spaces served by water source heat pumps, which meets space heating and cooling needs. Ground source heat pump DOAS with energy recovery provides ventilation to all spaces.

4. Electrical systems:

The project utilizes LED Lighting fixtures across all primary spaces

Project Design and Construction Schedule

Hillcrest Middle School

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1. 7/1/2025 – 50% % SDs
2. 9/1/2025 – 100% % SDs
3. 11/1/2025 – 50% DDs
4. 1/1/2026 – 100% DDs
5. 3/1/2026 – 50% CDs
6. 5/1/2026 – 100% CDs
7. 7/1/2026 – Construction Begins
8. 6/1/2028 – Construction Complete
9. 6/1/2029 – 1 Year Post-Occupancy

Project Approach

A. Design Charrette and ZNE Roadmap

During the design development phase of the project, Karpman Consulting performed an initial review of existing drawings and design narratives, then led an Energy Charrette with the project's design team. The customer, utility, and design team participated in this brainstorming session intended to identify, discuss/analyze and compare potential building energy conservation measures (ECMs). The charrette enabled a full discussion of each energy system in the building and a wide range of energy conservation measures for each of these systems. The outcome of the Energy Charrette was a summary memo detailing key meeting results, recommendations, and next steps. A list of potential ECMs, energy savings estimates, and the target EUI will also be included at the end of this proposal.

Upon acceptance of this proposal, Karpman Consulting will commence work on the project.

B. Model & Drawing Reviews

Karpman Consulting will review design drawings at 100% DD and 100% CD to ensure the design team is on track to achieve the target EUI and make additional recommendations that may increase energy efficiency. The design team's modeling assumptions will also be evaluated at a high level to ensure that they are supportable. **These model reviews should follow the spirit of PNNL's Tier 2 Model Review Guidelines.** At each interval, Karpman Consulting will determine whether the project remains a good Path 1 candidate. If it does not, then the project will be rolled into either the Path 2 or Path 3 program. At each interval, Karpman Consulting will provide a memo describing these findings and participate in meetings with the project design team to discuss them.

C. Owners Project Requirements (OPR) and Post-Occupancy EUI Determination

Karpman Consulting will work with the owner and design team to document energy performance goals within the OPR. Karpman Consulting will also assist the owner in developing a plan for evaluating post-occupancy EUI. This plan will address how data will be collected and who will be responsible for doing so. The plan should also provide a roadmap for ensuring on-site generation from renewables and ensure that electric vehicle charging loads and unconditioned space loads (i.e. parking garages) will be separately metered such that the building EUI without these elements can be easily determined. The design team deliverable for this step will be an OPR document that contains the EUI target, ZNE goals, and a plan for assessing post-occupancy EUI.

D. Verifying Key Customer Commitments

Karpman Consulting will ensure that the owner is complying with all Key Customer Commitments per the Path 1 MOU:

- Ensure project will be commissioned to the levels required per MOU

- Ensure the building is separately metered
- Ensure that parking, PV, and electric vehicle charging are all separately sub metered
- Ensure project will meet the requirements of ASHRAE 90.1-2019 para 8.4.3 related to metering and data storage

E. MRDs and Back-of-House Savings Calculations

Karpman Consulting will review final drawings at 100% CD within 2 weeks of receipt to create Minimum Requirements Documents (MRDs) and use energy modeler's final memo to fill out the Path 1 back-of-house calculator tool and complete the Path 1 Project Review Checklist to affirm that all tasks have been completed.

Project Deliverables, Schedule, and Fees			
All deliverables will be emailed to the customer with the EnergizeCT PA's cc'd on the communication*			
Phase	Due Date	Deliverable Description	ZNE Expert Fee
Charrette/ Road Mapping Workshop	<u>2/1/2026</u> (within 2 weeks of charrette)	Summary memo with meeting results, recommendations, and next steps	<u>\$2,535</u>
100% DD Drawing Review	<u>4/30/2026</u> (within 2 weeks of receipt of drawings)	Memo indicating whether project remains a good Path 1 candidate, further recommendations for reducing site EUI, and assessment of design team's modeling assumptions Meeting with design team to review results of drawing review	<u>\$2,535</u>
100% CD Drawing Review	<u>5/31/2026</u> (within 2 weeks of receipt of drawings)	Memo indicating whether project remains a good Path 1 candidate, further recommendations for reducing site EUI, and assessment of design team's modeling assumptions Meeting with design team to review results of drawing review	<u>\$3,800</u>
OPR and Post- Occupancy EUI Plan	<u>7/1/2026</u> (within 5 weeks of start of work)	OPR document that contains the EUI target, ZNE goals, and a plan for assessing post-occupancy EUI	<u>\$2,535</u>
MRDs and Back of House Savings Calculations	<u>7/31/2026</u> (100% CD)	Minimum Required Documents sheets (MRDs), complete back-of-house calculator tool, complete Path 1 Project Review checklist Note: Back of house (BOH) calculations are not included in this budget. If BOH calculations are required, budget for this task must be revised.	<u>\$2,535</u>
Total Fee			<u>\$13,940</u>

As per the Path 1 MOU, the customer and PA(s) cost-share all fees associated with ZNE Expert technical assistance. The PA(s) are responsible for 50% of the fee up to \$10,000, while the customer

Town Share \$6,970

is responsible for the remainder. The PA(s) and customer portion of the fees will be paid upon receipt of 100% CD Drawings Review.

Energy Conservation Measures (ECMs)

LIST OF ECMS AS IDENTIFIED IN DESIGN CHARRETTE:

Building Envelope

- Better than code thermal properties for the following:
 - a. Roof
 - b. Above-grade walls
 - c. Floors
 - d. Slab-on-grade floors
 - e. Fenestration
- Air sealing

Lighting

- Better than code lighting power (lower lighting power than allowed by the 90.1 Section 9 Space-by-Space Prescriptive Method)
- Better than code lighting controls (i.e., incorporating occupancy sensors in areas where they are not explicitly required via 90.1 Section 9 Mandatory Control requirements)

Receptacle and Plug Loads

- ENERGY STAR-certified equipment where available

Heating, Ventilation, and Air Conditioning Equipment

- Efficient Water source heat pumps
- Surpassing ASHRAE 90.1-2019 mandatory HVAC minimum efficiency requirements
- Use of high energy recovery effectiveness enthalpy wheels for all DOAS
- Reduced/optimized fan power for DOAS

Service Water Heating

- Ground source heat pump DHW system.
- Low-flow plumbing fixtures

Project Savings and Incentive Estimates

The proposed target EUI is 25 kBtu/SF. If achieved, this would result in a \$2.5/SF incentive rate and a total incentive of \$348,207.50 (139,283 SF * \$2.5 / SF).

Path 1 Sector EUI Targets and Incentives			
Building Type	Tier 1	Tier 2	Incentive
K-12 School	25	26-29 (High School Only)	Tier 1 Construction Incentive: \$2.50/sf
Office	30	31-35	
Hotel	35	36-40	Tier 2 Construction Incentive: \$2.00/sf
Library	30	31-35	
Police & Fire Stations	35	36-40	Post Occupancy Incentive: \$1.50/sf