

**TOWN OF TRUMBULL
CONNECTICUT**



**Hillcrest Middle School Building Committee
May 12, 2026
7:00 pm
Council Chambers, Trumbull Town Hall**

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

Absent: John Morello

Also Present: Robert Tencza, Arcadis; Gregory Raucci, Bismark Construction; John Butkus, Arcadis; Michael Scott, TSKP; Town Attorney James Nugent; Kevin Dion, BOE, Director of Facilities

The meeting was called to order at 7:01 pm followed by the Pledge of Allegiance and Roll Call.

Past Minutes

Mr. Gerbert motioned to approve the minutes of April 21, 2026 as written; seconded by Ms. Sather. Approved with abstention from Mr. Lubin.

Public Comment

No public comment.

Review and Approval of Invoices

Mr. Tencza presented two invoices for approval.

- 1. Mr. Cinelli motioned to approve TSKP Invoice #250501 in the amount of \$380,000 for services through April 30, 2026; seconded by Mr. Mecca.** Mr. Tencza noted CD documents are at 60% completion; 100% CD package expected next week. **Unanimously approved.**
- 2. Mr. Lubin motioned to approve Arcadis Invoice #36125589 in the amount of \$15,400; seconded by Mr. Gerbert.** Services are through the end of April. **Unanimously approved.**

New Business

Architect's Project Update – TSKP

Mr. Scott noted the following:

1. Working with the team towards completion of CD documents for Bismark, Arcadis and third party estimator; that set will also start the review process work for the various agencies as required and will be sent to the State. Comments will be reviewed for incorporation from cost estimating, code reviewers and the State on the content of the drawings; will become the bid documents. (Lubin) – questioned the threshold reviewers duties. (Scott) – will be reviewing designs, installation and inspection reports.

OPM's Project Update

Mr. Tencza noted the following:

1. Project Update
 - a. Material Testing Services RFP and Special Inspection Coordinator Update – Addendum 1 went out May 11; expecting bids on May 15; results will be presented at the next meeting.
 - b. Special Inspections Coordinator – TSKP Add Service #2 Approval – submitted by Mr. Scott.
 - c. Grant Extension Request – received with a new date of June 6, 2027.
 - d. Phase 1 OGA PCR Update – OSTA approval is expected no later than May 21. Schedule has been adjusted for this change in date. Questions were only confirming questions that were answered. Aquarion Will Serve – replacing the school in-kind; under engineer review.
 - e. Met with Hillcrest staff and administrators to review the logistics plan and how it will impact operation.

(Costa) – questioned the need for the Aquarion Will Serve in Phase 1. (Tencza) – will be part of the Phase 1 bid package for site work with the other utilities; new regulation requires a main water shut off in the road and not on customer property. (Lubin) – does the grant extension affect the project completion. (Tencza) – it affects the start of the project not the completion.

2. 90-Day Look Ahead
 - a. May 2026 – Phase 2 Construction Documents completion and estimating; select Material Testing lab; Phase 1 bidding process begins
 - b. June 2026 – Phase 1 building permit; HMSBC Phase 1 approval to proceed (June 23 meeting); HMSBC and BOE approval Phase 2 Construction Documents (June 23 meeting)
 - c. July 2026 – Start of Phase 1 construction; Phase 2 OGA PCR - approximately 70% of the checklist has been completed
3. Construction Schedule reviewed. Changes allow for approval on June 23 which will allow Bismarck to proceed with contractor start-up.

(Costa)- is there a date for Phase 2 OGA PCR. (Tencza) – should be scheduled for last week in June/first week of July.

4. Budget Summaries reviewed. No response from OGA from the first reimbursement submitted. This is consistent with other projects through the State office. Mr. Butkus noted once the project is started, requests/change orders will be submitted on a monthly basis. Only allowed to draw down every other month; can't submit additional payment requests until the first payment has been made. The Finance Director has been made aware of this situation and its limitations; process has been formulated. She has been appointed the designee by Dr. Semmel in an effort to streamline the process. (Lubin) – is the Town putting out full value and then reimbursed.

(Butkus) – in the past it was progress payments with a projection of expenditures over the next two months; has changed to verification by actual expenditures with invoices.

5. Owner Contingency reviewed. No changes to expenditures.
6. TSKP Add Service Request #2 for Special Inspection Services for Michael Hortain Associates – fee is \$15,400. Scope of services was reviewed with 17 total visits with reports and review of inspection documents from the material testing firm, the geotechnical engineer and others. **Ms. Sather motioned to approve the Add Service for Michael Hortain Associates in the amount of \$15,400; seconded by Mr. Gerbert. Approved unanimously.**

Construction Manager Update

Mr. Raucci noted the following:

1. Continue to work on bid packages for Phase 2.
2. Met with Mr. King, Athletic Director, as to what needed to be moved.
3. Held meetings with the structural design team and RAM regarding the detailing of the structural component of the project.
4. Met with school faculty to discuss parking plan.
5. Working on the construction schedule; to be discussed at the next meeting.
6. Potential bid walks through the site expected soon. The June 23 date makes things tight but should be able to get fencing contractor on site for July 6; site contractor will be after that date.

Authorization to Execute the e2 Engineers Contract

Mr. Costa noted the Committee approved the proposal and this is the actual contract. Contract incorporates the bid documents. **Mr. Cinelli motioned to approve the contract, dated April 27, 2026 in the amount indicated in the proposal, for e2 Engineers as threshold review. Seconded by Mr. Lubin and unanimously approved.**

Actions/Approval of Building Committee

No additional actions at this time.

Next Meeting

The May 26, 2026 meeting is cancelled; next meeting will be June 9, 2026.

Adjournment

There being no further business, Ms. Basbagill motioned to adjourn the meeting at 7:28 pm; seconded by Mr. Gerbert and approved.

Respectfully submitted,

Barbara Crandall
Clerk