

## **Middlebrook Windows Committee Meeting**

**April 2, 2014**

**8:00 a.m.**

**Long Hill Administration Building**

### In attendance:

Gary Cialfi  
Mike Ward  
Joe Peddle  
Steve Kennedy  
Al Barbarotta  
John Marsilio  
David Preusch  
Ron Bean  
Tom Christiano  
Ennio DeVita  
Carl Massaro, arrived 8:45 a.m.

### Not in attendance:

Jim Meisner

Al Barbarotta started the meeting to explain the process. He said Steve is working with the architect and we need a committee to move forward the Middlebrook project to replace doors and windows. Rules have to be followed in order to get reimbursement from the State, and there is a process to follow to be eligible to receive grant money. First preliminary plans are necessary along with estimated costs. A "prep meeting" will be the first step to present this information. They review the codes to determine if eligible or ineligible as some things are not reimbursable, otherwise Trumbull will have to foot the bill. The ED049 will have to be prepared and this project is given a temporary project number. They will file with State online on behalf of the Superintendent. The next step is a PCT (Plan Compliance Test) meeting where the plans and specs are presented to the architect. Steve can be a part of this. The PCT meeting will then go over the steps and regulations. AMC Technologies made an application with EPA and DEEP. The Bureau of School Facilities is the State regulatory agency that will watch this project. The lead and asbestos levels were tested as well as the soil. Al said that John Marsilio is well aware of all the requirements. Before this can be signed off on by all departments, the project will have to be deemed clear, safe and occupiable. EPA will be involved. A temporary Certificate of Occupancy (C.O.) will have to be obtained before the building can be occupied. Al said we will argue that safety/health issues are a factor in this project. He said that we have preliminary plans/specs to obtain a design through an architect. The goal is how quickly we can get this through. John questioned when that would be. Al replied hopefully within a week and hopes to see this project completed possibly by October. Steve clarified that the location of the windows are not changing but the course of brick and the opening size may change. Joe Peddle asked how many weeks will it take to get the windows in. Steve thinks within 8 to 12 weeks. Joe asked about how long the State will take as he heard one

individual is retiring. Al mentioned that Craig Smith is retiring but he will make a phone call to the State to determine what the schedule is and if they will address it right away. The other option is to hire a local reviewer. He mentioned that in Stamford they used the Building Department for example, to fast-track it. They will have to commit to a timeline. Ennio DeVita asked if we can form a contract yet? Al said not yet as we have to go out to bid and receive a letter from the State first after they review it.

John M. asked how Antinozzi (architects) were procured. Do we have a contract with them? Steve said he was using their own record rates and they were extended with a not-to-exceed amount. Al commented that they have a number (\$42,000 plus the \$8,000 for filing with the State, total \$50,000). John commented that this budget is inaccurate and asked for him to modify the budget and give a copy to everyone in the Committee. Steve is not authorized to be the environmental consultant. John asked how they were hired. Steve said the first part was not procured and we paid them some money. John asked if it was over \$10,000 and Steve said it was. John stated that Al should follow the process and before we start this project we have to have all this in order. Al assumed this has been taken care of. John asked if he can supply all with a document of the background testing done and items from environmental consultant. Also, is this a not-to-exceed contract? He would like an estimate of how many tests and the fees associated with it. John had additional questions such as, what is the scope of services and would Antinozzi supply the windows and who's recommendation was Antinozzi hired?

John estimates that it would be almost impossible to get this job done in this timeline as we still haven't had the PCT meeting. Al said he would call today and get a date, perhaps in a couple of weeks or by next week ideally. After that the plans can be finalized to go out to bid. Al commented that he estimates the State money will not be obtained until next summer. Joe reiterated that we would have to be self-funded with the potential of reimbursement from the State. John thinks that the schedule may be too tight. He said even if everything was ready to go the beginning of May, the Charter allows for 30 days, which brings it to June, then the work will have to be awarded, it wouldn't be before August to begin the project. Al didn't agree with this. John stated that you cannot change the Charter requirement. Tom Christiano inquired about this as well. John mentioned that it may be better to take care of the air quality first and then start a year from now. Al said that it is an EPA issue and we should get a commitment from the Town Council to find this in order to complete this job even if classes are in session. Joe stated that this project is in a "fish bowl" and parents may be upset that work is being done while school is in session. Al said it deals with hazardous materials. John said if we don't feel this will be done before the start of school then it may be best to start the day after school lets out next year. Ron Bean asked if there is anything in the Charter that can waive this stipulation. Tom Christiano said it would only buy 2 weeks. David Preusch said that there is no real schedule laid out yet. Ron asked how EPA got involved. Steve replied that we had to test for PCBs. Joe asked if all classrooms are being used. Steve said yes because all testing came back. Al said that even the counters needed to be wiped down. Joe stated that we cannot have construction going on during school. Mike Ward asked what the environmental plan is. Al replied that AMC is writing the specs.

Carl Massaro, Town Council Chair, arrived at 8:45 a.m.

Steve commented that AMC may change what the contract will be. John said that it sounds like you have a plan in place and what you are asking is that we have relief so that none of this is going on during school. Al said he would follow the protocols. Joe commented that we would go by the contract standpoint. John replied it would afford the benefit of doing the work during the summer when it is supposed to be done. It may be perceived that this is a project that is 3 years old according to the Capital plan and why hasn't it been approved sooner? Joe asked the Superintendent if he is hearing much from the parent community. Gary Cialfi said no and that the health director had reviewed with him and signed off on a parent letter with him informing the parents. Ron Bean asked about the outside soil and avoiding possible lawsuits and necessity to keep students off those areas or if covering it up temporarily with chips would be sufficient. Tom C. said there should be a definite plan and it should be monitored, perhaps a policy about this and a copy put online for parents to view. John M. said this must be signed off by the Superintendent that we are working in conjunction with the State, refining a plan and working on a timeline. Joe mentioned that it will be good when the Facilities Director is on board. Al said Steve has done as much as he can do and he will continue to support him. John commented that this is Al's paperwork. Al will work with it and will talk with AMC. Joe asked how long is Antinozzi's rates and Steve said for approximately 6 months. Al is trying to get the scope of the project and thought there was a bid. John said it may have to be re-done. Al said we never do bids without Bob Chimini from the Town but he is retiring. Mike asked who does the projected budget and Steve replied that it was Antinozzi. John asked if Antinozzi's scope will change from the \$8000 that was quoted. Al said only if they had to follow a different format for the State or include a more-detailed estimate. He mentioned in light of the Sandy Hook tragedy, we should also address safety concerns with the entrances of schools. Tom stated that this is additional and may have to go back to the Town Council for addition approval of funding. Al said why wouldn't you look at this State requirement for safety? Tom said the Council needs to charge the committee with what the duties would be. Ron asked why the Council needs to know the safety concerns. Tom said that they give the charge to the committee. John mentioned that this project may be \$1.5 million and it would be detrimental if we fail to investigate this. The Council controls the purse strings and Al will try to get reimbursement but this committee needs to be aware of what we are approving. John asked why they didn't do the safety measures with Antinozzi. He asked Al to make the call and whatever he finds out to share it with the committee. Al said he would have it all by next Wednesday then he can sit down with the architect. John said we need to insure that everything is done. Tom said that Council has not approved this yet. Joe said we have not spent any money yet.

Carl Massaro spoke about the procedures of Building Committees for those who may be new to this. Building Committees fall under the control of the Town Council. They need approval from the T.C. The Building Bommittee needs to amend their scope to include such things as the abatement, safety, soil testing. If there is ground contamination and you include this in the scope, then it has to be managed. These get approved under the Building Committee rules anticipating the plans. Then they will need to approve the work, the workers and periodically receive updates on the project. He will have the Council Clerk

send out the rules of Building Committees electronically. These rules are very generic and need to be updated. Also a Chairman and Vice Chairman need to be elected. Joe stated the Chairman is Joe Peddle and the Vice Chairman is Tom Christiano. Carl said that he would like the Board of Finance to look this over as well and address it for Town Council for their May meeting.

Al said there may be new codes to contend with and he will check with the EPA. Joe asked about the next steps. Al will get the prep meeting with the State and then the PCT meeting. He will try to get permission to go directly to the PCT meeting. We still have an obligation to the Council. Joe said we may have to spend more money to Antinozzi to include specs. Al said it may be hourly costs and if we pay them to present directly to the State, it should be in the \$8000 as they know what the State is looking for. John said you have to share this with the Committee.

It was set that Wednesday, April 9, 2014 at 8:00 a.m. would be the next meeting of the Middlebrook Windows Committee.

John summarized the following should be done:

- Contracts
- Design
- Environment management plan
- Feedback from State Facilities Unit
- EPA

Meeting adjourned at 9:20 a.m.