

**New Milford Board of Education  
 Special Meeting Minutes  
 July 7, 2021  
 Sarah Noble Intermediate School Library Media Center**

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2021 JUL -9 A 9:52

NEW MILFORD, CT

<b>Present:</b>	Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Olga I. Rella
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<b>Also Present:</b>	Ms. Alisha DiCorpo, Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Catherine Gabianelli, Human Resources Director Mr. Nestor Aparicio, Interim Facilities Director Mayor Pete Bass, Ex Officio
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<b>1.</b>	<b>Call to Order</b> <b>A. Pledge of Allegiance</b>  The special meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed.	<b>Call to Order</b> <b>A. Pledge of Allegiance</b>
<b>2.</b>	<b>Public Comment</b>  <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<b>Public Comment</b>
<b>3.</b>	<b>Discussion and Possible Action</b>  <b>A. Interview and discuss candidate for the position of Facilities Director. Executive session is anticipated. The Board may take action when it returns to public session.</b>  <b>Mrs. Rella moved to enter into Executive Session to interview and discuss the candidate for the position of Facilities Director, and invite into the session Superintendent Alisha DiCorpo, Human Resources Director Cathy Gabianelli and the candidate, seconded by Mr. McCauley and passed unanimously.</b>	<b>Discussion and Possible Action</b>  <b>A. Interview and discuss candidate for the position of Facilities Director. Executive session is anticipated. The Board may take action when it returns to public session.</b>  <b>Motion made and passed unanimously to enter into Executive Session to interview and discuss the candidate for the position of Facilities Director, and invite into the session Superintendent Alisha DiCorpo,</b>

<p><b>The Board, Ms. DiCorpo, Mrs. Gabianelli and the candidate entered executive session at 7:02 p.m.</b></p> <p><b>The candidate left the session at 7:25 p.m.</b></p> <p><b>The Board returned to public session at 7:34 p.m.</b></p> <p><b>Mrs. Rella moved to approve the appointment of Matthew Cunningham to the position of Facilities Director, effective on or about July 26, 2021; 2021-22 salary \$105,000.00 prorated to start date.</b></p> <p><b>Seconded by Mr. McCauley and passed unanimously.</b></p> <p><b>B. NMHS Roof Project</b></p> <ul style="list-style-type: none"><li>• Mayor Pete Bass distributed handouts to the Board: pages from Municipal Building Committee (MBC) Regular Meeting Minutes of June 3, 2021; financial project summary; and funding project summary. The handouts are attached to these minutes. Mayor Bass provided a brief history of why the cost factors have increased with this building project, specifically labor cost increases and less state reimbursement than expected. He said he is requesting a total of \$450,000 from the BOE, which matches the Town's contribution, to cover the increase. Any surplus will be returned to the Board.</li><li>• Mrs. Faulenbach thanked the Mayor for attending the meeting and asked for questions.</li><li>• Mr. Failla said he thinks that the 2% contingency is low and tight for a project of this size. He said he will support the additional increase since there is no choice; the roof must be fixed.</li><li>• Mayor Bass said he was concerned with the 2% contingency as well but was assured by the MBC members that they were comfortable with it based on some drainage work already completed and other elements built in as safeguards.</li><li>• Mrs. McInerney asked for confirmation that the Board had already approved \$200,000 for this project.</li></ul>	<p><b>Human Resources Director Cathy Gabianelli and the candidate.</b></p> <p><b>Motion made and passed unanimously to approve the appointment of Matthew Cunningham to the position of Facilities Director, effective on or about July 26, 2021; 2021-22 salary \$105,000.00 prorated to start date.</b></p> <p><b>B. NMHS Roof Project</b></p>
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- Mrs. Faulenbach said that is correct. That approval was made at the June 15, 2021 Board meeting, since the overage was estimated at \$400,000 at that time and the Town was contributing \$200,000 as well.
- Mrs. Faulenbach said that everyone is in agreement that the project needs to get done. She said the project involves significant taxpayer dollars so it is important to go through the process for understanding. She said the 2020-21 end of year balance has already been approved to go to capital reserve and that the contribution to the roof was approved to come out of end of year balance. Since we are in a new fiscal year, any new authorization will need to come from capital reserve and therefore require Town Council and Board of Finance approval.
- Mrs. Rella asked to clarify that tonight's request is for an additional \$250,000 and Mayor Bass said that is correct.
- Mr. McCauley asked about timing since the monies are needed in full to start the project, but the end of year balance in capital reserve is subject to final audit.
- Mrs. Faulenbach said the capital reserve account balance is approximately \$551,000, with \$282,000 in projects approved at the June meeting. This means that if the Board approves the request for \$250,000 tonight, the capital reserve account will be basically flat. We do know that monies will come back into the account from the end of year balance once the audit is finalized. She said that she was hopeful that should there be an unexpected capital need between now and final audit that the Town would work with the Board to resolve the issue.
- Mayor Bass said they would. He asked what the expected year end balance is.
- Mr. Giovannone said at least \$2 million.
- Mr. McCauley said that once the Board approves the request, then the Town Council and Board of Finance would also have to approve it. He asked when those meetings would take place.

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- Mayor Bass said the Town Council meets Monday and he will then ask the Board of Finance to hold a special meeting following.
- Mrs. McInerney said she would like the motion phrased as a “not to exceed \$250,000” so the monies could be drawn from the capital reserve as needed.
- Mrs. Faulenbach said she has prepared a motion for the Board with “not to exceed \$250,000 from the capital reserve”. That will be the motion being brought forward.
- Mayor Bass said he expects the draw would be towards the end of the project.
- Ms. DiCorpo said the application references a 43.93% reimbursement rate and the handout references 41.73%.
- Mayor Bass said this is the dollar amount given by the state and they are using the lower rate to plan so as to ensure they do not have to come back and request any more funds at a later date.
- Mrs. Faulenbach said it is likely numbers will continue to fluctuate as the project continues and change orders occur. She asked that the Board be kept informed of any changes.
- Mayor Bass said he was in absolute agreement that the Board needs to be kept informed. He acknowledged Mr. McCauley as liaison to the MBC and noted the attendance of Ms. DiCorpo, Mr. Aparicio and other Board members at MBC meetings as well.
- Mrs. Faulenbach noted \$5 million in bonding in 2019 for NMHS, SNIS and Town Hall roofs, with \$1.2 million designated for the high school roof. She asked what the bonding breakdown was for all three.
- Mayor Bass said he would check.
- Mayor Bass said they were not planning on a standing seam roof when they bonded, but it was reconsidered based on the high school’s history with significant shingle replacement. When they pivoted to the standing seam, they started to look for state reimbursement and then had to hold until the roof was closer to 20 years old. The flat roof portion is not reimbursable.
- Mrs. Faulenbach noted that \$4.7 million is a significant investment.

- Mayor Bass said the project is a testament to the planning of the Town and BOE. With the increase in revenue and surpluses due to COVID, the Town is able to bond \$1.2 million and complete a \$4.7 million project.
- Mrs. Faulenbach reiterated that there will be change orders and some fluctuations in costs as the process continues. She said it is her hope that the Town and BOE will continue to split the difference going forward and also split any revenues coming back regarding the project.
- Mayor Bass agreed.
- Ms. DiCorpo asked if the 2% contingency was included when the project was filed with the state in January or if it was an additional cost driver.
- Mayor Bass said he will follow up but he thinks it was not.
- Mrs. Faulenbach asked what constitutes the S/P soft costs of \$125,400. Mayor Bass said he will get the full list.
- Mrs. Faulenbach said ultimately the goal is to get the project done while being clear with the monies as to where and when they are added. We want to make sure we capture any and all reimbursements available and to watch how any change orders affect that. She said it will be important for the Board and MBC to discuss day to day operations of the project as it goes forward, specifically as it affects students in school.
- Mayor Bass said they are just starting to talk logistics and that the 400 day project scope will bring flexibility in that area.
- Mrs. Monaghan asked if the flat roof would be standing seam.
- Mr. Aparicio said it will be shingle with a 10 year warranty.
- Mrs. Monaghan noted that the high school was built on time and on budget 20 years ago. She hopes the same will be said of the roof.

**Mrs. Rella moved that the Board make a request to the Town Council and Board of Finance to remove no more than \$250,000.00 from the Capital Reserve account to fund supplemental financials needed for the NMHS Roof Replacement project.**

**Motion made and passed unanimously that the Board make a request to the Town Council and Board of Finance to remove no more than \$250,000.00 from the**

	<b>Seconded by Mr. McCauley and passed unanimously.</b>	<b>Capital Reserve account to fund supplemental financials needed for the NMHS Roof Replacement project.</b>
<b>4.</b>	<b>Adjourn</b>  <b>Mrs. Monaghan moved to adjourn the meeting at 8:12 p.m., seconded by Mrs. Rella and passed unanimously.</b>	<b>Adjourn</b>  <b>Motion made and passed unanimously to adjourn the meeting at 8:12 p.m.</b>

Respectfully submitted:



Tammy McInerney  
Assistant Secretary  
New Milford Board of Education



# TOWN OF NEW MILFORD

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## MUNICIPAL BUILDING COMMITTEE REGULAR MEETING MINUTES June 3, 2021

**Present:** Mayor Pete Bass  
Robert Beebe, Chairman, *seated and voting*  
Charles Bogie, Vice Chairman, *seated and voting*  
Timothy Clark, Member, *seated and voting*  
Katy Francis, Member, *seated and voting*  
Chris Gardner, Member, *seated and voting*  
John Rosa, Member, *seated and voting*

APC  
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**Absent:** Brandon Merritt, Member

### 1) Call to Order and Pledge of Allegiance

Mr. Beebe called the June 3, 2021 Regular Virtual Meeting to order at 7:00pm and led the Committee in the Pledge of Allegiance. Nestor Aparicio, Brian McCauley, Dean Petrucelli and Tammy Reardon were present for the meeting.

### 2) Public Participation:

None

### 3) NMHS Roof – Update:

Dean Petrucelli, Silver/Petrucelli + Associates, Inc., and Tammy Reardon, Grant Writer and Compliance Specialist were present for the discussion. Mr. Petrucelli reviewed the bid opening results. There were 5 bids; Barrett Roofing, Greenwood Roofing, Silktown Roofing, United Roofing, and Young Developers. Bids ranged from a low of \$4,548,000.00 from United Roofing, to a high of \$6,469,000.00 from Silktown Roofing. The bid included standing seam full replacement, flat/low slope restoration, sweeping ballasts, installation of fluid applied membrane, replacement of drains, drain bowls, re-flashing and re-ballasting the roof with a 10-year warranty. The balance of shingles would be replaced with stand and seam roof. Young Developers bid was \$4,837,000.00 and Barrett Roofing was \$4,738,300.00. Silver/Petrucelli + Associates, Inc. (S/P+A) was familiar with all the roofers who placed bids.

Mr. Petrucelli had begun to vet United Roofing as the low bidder. Their base bid was low, but for a shingle roof, the credit from United Roofing was a \$919,000.00 deduction, whereas Young Developers credit was a \$1,440,000.00 deduction. If considering a shingle roof, Young Developers would be the low bid at 3,397,000.00 vs. United Roofing at 3,629,000.00. Dependent on the roof option selected, different contractors become the apparent low bidder. If standing seam was the option, United Roofing was the low bid. Mr. Petrucelli had spoken with the owner

of United Roofing regarding the project duration, as they required the most amount of time to complete the project. It was proposed at 60 days to execute and 400 days to complete. Based on the bid form, United Roofing needed all of 2021 and 2022 to complete the project. September 2022 was their completion date. United Roofing proposed the 400 days under the assumption that roof work would halt in September 2021 when school started and would not commence upon school completion in June 2022. If given permission to work while school was in session, portions of the project could be completed by year end. There was a current issue with delivery on stand and seam material. The soonest delivery date United Roofing could get was August.

United Roofing has been in business since 2014 and prior to that was a partner of Barrett Roofing. Local company out of Brookfield. S/P+A had worked on many projects with United Roofing and could speak favorably on their product, manpower, process, shop drawings and paperwork. Mr. Petrucelli recommended United Roofing for the New Milford High School roof project. United Roofing had double checked and verified all of their figures, have checked with their suppliers and are comfortable where the bid is at.

Mr. Petrucelli asked the Members for questions. Mr. Rosa asked the cost of the architectural fees for the project including CA within the 1<sup>st</sup> phase. The total A&E fees was \$125,400.00, which included everything through CA. Mr. Rosa asked if the percentage for State reimbursement was 43.9% less the 5% deduction. Ms. Reardon confirmed noting it was based on eligible expenses, not total project expense. Mr. Rosa asked what was ineligible. S/P·A deemed \$677,386.00 ineligible. Ms. Reardon said hard construction costs are not eligible, but some ancillary soft cost makes up for the ineligible number. Mr. Petrucelli said when the project was complete and audited, was when the State determined the ineligible dollar amount. The project was filed as a \$4,353,000.00 project and \$677,386.00 was filed as ineligible.

Mr. Rosa displayed a cost comparison spreadsheet, which included United Roofing and Young Developers. Mr. Rosa asked what the Town was budgeted for this project. Mayor Bass needed to consult with the Finance Director what the best financing option would be, as the costs were significantly different for the 2 lowest bidders. The total budget for the project was originally anticipated at \$4,300,000.00, but now the numbers were \$400,000.00 over the authorized amount, and the Finance Director would need to advise how to work through that. Mr. Rosa asked the Members which roof option they preferred, standing seam or shingle. In Mr. Beebe's opinion, the extra \$400,000.00 for standing seam was worth the cost. It was worth the effort to discuss locating extra funding to complete this project, which was a permanent solution to the current roof issue.

Mr. Clark asked for clarification on the numbers that were baked into the cost used. Mr. Petrucelli explained such instances as; within the base contract all drains were to be replaced, but since the time the field work had been completed, approximately a dozen drains had been replaced. Credits would be issued for all drains removed from the project. This was why 2% contingency was more than enough. Elements were built in as safeguards, and although not yet guaranteed, these safeguards may produce deductions at the end of the project as opposed to any add-ons. The bids include multiple costs for multiple options, thoroughly broken down for each roof, material option, and completion year 2021 and 2022. Mechanisms were built into the bid to break up portions of the project into different completion times. There was enough breakdown to allow the contract to be executed in virtually anyway, dependent on which roof was chosen for completion this year vs next year.

Mr. Gardner asked why there was a \$400,000.00 difference from the original estimate. The original estimate from S/P+A was 2 years old, and the Town had based the numbers off of that



estimate. A year and a half had been lost awaiting the State reimbursement number to be distributed. Mr. Beebe said the Members could not make a decision on what portions of the roof should be completed, until Mayor Bass had consulted with Finance. The financial position of the Town needed to be understood before the Committee could make any decisions. Once Mayor Bass received a number, Mr. Petrucelli would be prepared to make recommendations on which portions of the roof should be executed in 2021. There were no further questions or comments.

The item was tabled until the next regularly scheduled meeting on Thursday, June 17, 2021.

**4) SNIS Tank Removal - Update:**

Jack Healy, Public Works Director was unavailable for the meeting. This item was tabled until the next regularly scheduled meeting on Thursday, June 17, 2021.

**5) Town Hall Roof - Update:**

Dean Petrucelli, Silver/Petrucelli + Associates, Inc., and Tammy Reardon, Grant Writer and Compliance Specialist were present for the discussion. Mr. Petrucelli updated the Members. Crocker Architectural Sheet Metal was pulling from the project because they refused to execute the contract due to increase in material costs and inability to secure a subcontractor to walnut strip the wood. Crocker Architectural Sheet Metal (Crocker) provided a revised amount needed to complete the project. Material cost increases were changing daily/weekly, which effected contractors to be able to hold their bids. Crocker's new base bid was \$980,000.00 and the alternate for walnut blasting was \$149,000.00, total of \$1,129,000.00 for the project. Mr. Petrucelli informed Crocker that a publicly bid project could not be negotiated with one bidder without rebidding the project or negotiating with all the other bidders.

Mr. Petrucelli reached out to the next low bidders, #3 Premier Building Associates and #4 Alden Baily Restoration. Both contractors were still comfortable with their numbers, would honor their original bid, have confirmed with their suppliers and were able to hold the number bid. Both were completing the walnut blasting and painting in-house, so there would be no issues securing a subcontractor. Mr. Petrucelli reviewed the #3 and #4 bidders for the Members. Premier Building Associates of Branford (Premier) was the #3 bid. They had a base bid of \$892,000.00 and the alternate was \$29,000.00 for a total bid of \$921,000.00. Alden Bailey Restoration of Ridgefield (Alden Bailey) was the #4 bid. They had a base bid of \$944,810.00 and the alternate was \$137,070.00 for a total bid of \$1,081,880.00. Although Premier was more cost effective, their experience was an issue. They had no copper standing seam nor historic experience. They had only been in business for 5 years and were relatively new to the roofing industry. Silver/Petrucelli + Associates, Inc. (S/P+A) had never completed a project with Premier.

The #4 low bid, Alden Bailey was the second preferred of all firms, as they were a specialist firm. They specialize in copper historic and shingle/slate roofing, have been in business for numerous years and had completed dozens of historic copper roofs. Crocker and Alden Bailey monopolized the copper roofing market in terms of historic structures in Connecticut and Massachusetts. Mr. Petrucelli had difficulty recommending a firm that had never completed this type of project. It was not within the Town's best interest to recommend a firm as a trial to install a historic copper roof on the Town Hall. Mr. Petrucelli recommended Alden Bailey as the preferred, responsible contractor who was qualified to complete the project. Premier bid to execute the project within 14 days and completion within 635 days. Alden Bailey could execute within 10 days and completion would be 240 days. Mr. Petrucelli verified the completion days. Although Alden Bailey would do their best to exceed and excel the project, contractually they

June 16, 2021		
Town of New Milford		United - Brookfield
NMHS Roof		Standing Seam
	Base Bid	4,548,000.00
2%	Contingency	<u>90,960.00</u>
		4,638,960.00
	S/P Soft costs	<u>125,400.00</u>
	Total Projected Cost	4,764,360.00
	Less Flat Roof which is not reimbursable due to that this work is not a full replacement and will last less than 20 years (Projected 10 year service of flat roof work)	<u>(720,000.00)</u>
	Total State of CT Reimbursable Costs	4,044,360.00
41.73%	State of CT BOE Reimbursement 43.93% less 5% for roof not being fully 20 years old from State Acceptance of the Original HS Construction Project	<u>1,687,852.98</u>
	Town Cost of Project	3,076,507.02

At the most recent MBC meeting the non reimbursable costs was estimated at \$677,386. S/P is stating the value of the flat roof work at \$720,000 is the non reimbursable cost of the project. This is the reason for the difference between the previous estimated cost to the Town of \$3,059,887.49 to \$3,076,507.02 listed above

Funding for the NMHS Roof

Projected Cost -- 4,764,360 ( less 100,000 already paid on project)

Bonded Funds- 1.2 Million (Town Commitment)

Surplus Funds 19/20- 1 million

Total 2.2 million

Expenditures 100,000 (see above)

Total 2.1 Million

Surplus 20/21 -- 450,000 Town

Total- 2,550,000

Approx. State Reimbursement ( see attachment ) 1,687,852.98

Total = 4,237,852.98

Project cost needed -- 426,507.02

Asking for 450,000 from BOE