

The Regional District 13 Board of Education Building Committee met in regular session on Wednesday, May 20, 2026 at 5:00 p.m. the construction trailer at Three Oaks Memorial School.

Committee Members Present: Mr. Weissberg, Mr. Cross, Mr. Croston, Mr. Overton, Mr. Dwire, Mrs. Petrella, and Mrs. Cowan.

Committee Members Absent: Mr. Putnam, Mr. Moore, Mr. Giammatteo, Mr. Simmons, and Charles Dalles.

Administration Present: Dr. Leggett, Superintendent of Schools, Mr. Proia, Supervisor of Facilities and Grounds, and Mrs. Neubig, Director of Finance

O&G Associates present: Mr. Luccarelli and Ms. Purcell

QA+M Associates present: Mr. Collier

STV present: Ms. Liska and Ms. Cahill

Mr. Weissberg called the meeting to order at 5:00 p.m.

### **Pledge of Allegiance**

The Pledge of Allegiance was recited.

### **Public Comment**

There was no public comment.

### **Approval of Agenda**

*Mr. Cross made a motion, seconded by Mr. Croston, to accept the agenda with the modification to enter an executive session to review disqualification of bids as presented.*

*All in favor of accepting the agenda with the modification to enter an executive session to review disqualification of bids as presented: Mr. Weissberg, Mr. Cross, Mr. Croston, Mr. Overton, Mr. Dwire, Mrs. Petrella, and Mrs. Cowan. Motion passed.*

### **Approval of Minutes – May 6, 2026**

*Mr. Cross made a motion, seconded by Mr. Croston, to approve the May 6, 2026 Meeting minutes as presented.*

*All in favor of approving the May 6, 2026 Meeting minutes as presented: Mr. Weissberg, Mr. Cross, Mr. Croston, Mr. Overton, Mr. Dwire, Mrs. Petrella, and Mrs. Cowan. Motion passed.*

**Memorial Renovation/Expansion****A. Construction Partner Updates****1. QA+M**

Mr. Collier reported that demolition is progressing smoothly with no major issues so far. Mr. Weissberg discussed a design consideration regarding the canopies. Mr. Weissberg discussed that there is general agreement among committee members to keep the canopy along the gym wall, but the canopy along the low wall could be removed if needed to reduce costs. Mr. Collier stated they will wait until bid results are fully reviewed before making any decisions on cost-saving changes. Bids have been received, and the design team will review them to better understand the financial picture and determine whether any deduct alternates should be applied.

Mr. Weisberg also asked for clarification about the design of the tennis courts to include lighting. Mr. Collier responded that lighting is included in the court designs and new, matching light poles will be installed with the tennis courts. Existing light poles belong to the school district, and Mr. Proia shared that the existing poles may be repurposed by the school district for future use. There was also discussion about salvaging possibly usable items (like tennis nets or equipment) before demolition begins; however, Mr. Proia expressed the most valuable items worth saving would be the existing light poles. Demolition of the courts is expected to start around June 1, beginning with fence removal and some tree clearing. Courts and lighting will not be removed immediately, with expected demolition to start mid-June.

Mr. Overton reported that the community has been notified that the tennis and pickleball courts will be closing, and regular users are already planning alternatives. However, signage will be added to inform the broader public of the closure timeline.

**2. O&G**

Mr. Luccarelli reported that major demolition work is largely complete, including the building, chimney, canopy, tunnel, and required abatement. Initial roof work in Area C has also been finished. Some areas are on hold pending coordination with steel installations. The design team is waiting on steel shop drawings before proceeding further to avoid conflicts. In the meantime, saw cutting for mechanical, electrical, and plumbing (MEP) work has begun, along with coordination efforts. A building scan for MEP systems has been completed to support more accurate planning and bidding. Similarly, steel-related surveying has been conducted to assess existing conditions. Additional demolition tied to shoring requirements is set to begin immediately. Looking ahead, the next major step is mobilization, scheduled for June 1.

**a. Approval of Award for Bid Package 3.11 Food Service Equipment Contract**

Ms. Purcell presented two items: moving bids and a request to approve a food service equipment vendor. Ms. Purcell prioritized the food service approval because it is critical to the project's coordination. The urgency comes from the kitchen's location at the front of the building and the need to finalize below-grade drainage and elevation details. The food service equipment layout directly impacts plumbing

coordination (including drainage/inverts running through the building), so delays in approval could affect multiple trades.

Bids were reviewed, and one vendor was disqualified for not meeting the required 10% bid bond (they submitted only 5%). The remaining qualified bidder, Sam Tell & Son, submitted a bid of \$639,059.00.

*Mr. Cross made a motion, seconded by Mrs. Petrella, to approve the award of the RFQ Bid Package 3.11 Food Service equipment for the Regional School District 13 through a state project 213-0051 RNV/PA to Sam Tell & Son with the base bid of \$639,059.00.*

*All in favor of accepting the approval of the award of the RFQ Bid Package 3.11 Food Service equipment for the Regional School District 13 through a state project 213-0051 RNV/PA to Sam Tell & Son with the base bid of \$639,059.00 as presented: Mr. Weissberg, Mr. Cross, Mr. Croston, Mr. Overton, Mr. Dwire, Mrs. Petrella, and Mrs. Cowan. Motion passed.*

Ms. Purcell then provided an update on roofing bids and overall project costs, noting that previously shared documents are already outdated due to new bid information. An updated anticipated total project cost (excluding a formal GMP) was sent electronically to give the building committee a general sense of where the project stands financially.

For roofing, four bids were received. The lowest bidder came in at approximately \$1.463 million, followed by Commercial Roofing & Contracting as the second-lowest. However, for planning purposes, the team is currently carrying the second-low bidder in cost projections until scope reviews are completed. Scope review meetings are being scheduled to clarify details, especially what roofing systems each bidder is proposing, since bids were based on performance specifications and did not specify manufacturers.

A value management log was also reviewed. These items have already been discussed with the architect and team in prior meetings, so nothing is entirely new. One key item (Item #7) involves switching from copper to aluminum feeders, with an estimated savings of about \$41,500.00. Mr. Cross questioned if there was a quantity estimate available. Ms. Purcell replied that this could be obtained and that while the exact value still needs verification, the design team is seeking confirmation to proceed with this direction to avoid coordination delays.

Ms. Purcell presented additional value engineering options which focus on casework (cabinetry). One example presented would switch to a white liner interior instead of plastic laminate for cabinet interiors, resulting in a potential savings of about \$74,000.00. These are presented as options for consideration rather than immediate votes, allowing the committee time to review and avoid rushed decisions. A higher-savings option, using white melamine interiors in the most basic form, would provide an estimated credit of about \$156,000.00. Since this material is used inside cabinets and not visible, there were no major concerns about aesthetics. From a durability and quality standpoint, Mr. Proia confirmed he consulted with the design team; the melamine was acceptable and commonly used.

While there was general agreement leaning toward this higher-savings option, the committee decided not to finalize the decision yet, preferring to wait until the GMP (Guaranteed Maximum Price) is fully

developed. However, the item is being tracked as “accepted in concept” so it can move forward quickly later if needed.

Another cost-saving measure discussed was waiving AWI (Architectural Woodwork Institute) certification. Instead of paying for third-party inspection and certification, the project could rely on a contractor who is already AWI-certified for fabrication and installation. This would eliminate extra costs without materially affecting quality, though Mr. Collier noted they must confirm this does not conflict with Connecticut High Performance Building requirements.

Ms. Purcell noted that value management items discussed are being tracked but will not be immediately written into contracts. Instead, they will be incorporated later as change orders once pricing is finalized and decisions are confirmed. Ms. Purcell explained that most of these items are still fluid and won't be fully finalized until later, since some contracts haven't been awarded yet and certain scope elements (like Division 10 and front entrance canopies) may still change. As a result, many values will remain estimates even as the GMP is developed.

Mr. Overton noted that if certain savings options (like the larger casework credit) are eventually accepted, the project could close a current budget gap (\$73,000.00).

*Mr. Cross made a motion, seconded by Mr. Croston, to approve the credit of \$41,500.00 to be verified by O&G and QA+M so that the contractor may move forward with ordering the material (switching from copper to aluminum feeders) to avoid construction delays.*

*All in favor of accepting the approval of the credit of \$41,500.00 to be verified by O&G and QA+M so that the contractor may move forward with ordering the material (switching from copper to aluminum feeders) to avoid construction delays as presented: Mr. Weissberg, Mr. Cross, Mr. Croston, Mr. Overton, Mr. Dwire, Mrs. Petrella, and Mrs. Cowan. Motion passed.*

Ms. Purcell was questioned about the Ferguson credit. Ms. Purcell clarified that the credit from Ferguson cannot be built into the base contract. Rather, the adjustment will be handled as a future change order.

### 3. STV

STV discussed rebidding materials testing services after initially receiving 1 bid. It was discovered that many firms are now available through a state contract, which likely explains the lack of responses. STV is now reaching out directly to firms for pricing. If the pricing is not favorable, they may still have the option to go outside the state contract, depending on vendor participation and competitiveness.

A purchase order has been issued to Weston & Sampson for stormwater monitoring services, confirming that scope is underway. A required construction meeting was held with Planning & Zoning following site plan approval. Next steps include submitting final plans (including addenda), a final Inland Wetlands report, and completing a small administrative permit application.

On the cost tracking side, a detailed project budget system is being maintained, including a multi-sheet Excel workbook tracking all project costs, a dedicated log for potential change orders (PCOs) based on RFIs and field conditions, and early change requests related to unforeseen conditions during demolition

and abatement, currently under review. These cost impacts will be reviewed regularly by a subcommittee, which plans to meet biweekly after building committee meetings, with flexibility to meet sooner (e.g., via Zoom) if urgent decisions are needed.

### Approval of Invoices

Mrs. Neubig presented the following invoices for approval:

	Invoice	Amount
O&G	Invoice 6: Construction Manager	\$719, 711.62
STV	Invoice 2143: Owner's Rep Services	\$15,411.22

*Mr. Cross made a motion, seconded by Mr. Dwire, to approve the invoices as presented.*

*All in favor of approving the invoices as presented: Mr. Weissberg, Mr. Cross, Mr. Croston, Mr. Overton, Mr. Dwire, Mrs. Petrella, and Mrs. Cowan. Motion passed.*

### Approval of Award for RFQ/P 2026-003 Materials Testing and Special Inspection Services

Mrs. Neubig discussed that the Materials Testing and Special Inspection Services was sent back out to bid.

There was also clarification on the school naming. Mrs. Neubig shared that the board has approved the name Three Oaks Memorial School. However, for state paperwork and grant-related purposes, the project should continue to be referenced as Memorial School. This ensures consistency with existing filings and funding documentation while the official name is used locally.

Dr. Leggett also recognized the success of the recent groundbreaking ceremony, with appreciation expressed for the coordination and effort that went into the event.

Finally, there was a discussion about communication access. Mr. Weissberg noted that he is not receiving school updates through ParentSquare and asked how to sign up. He was directed to the district website and upcoming Middlefield newsletter, which will include a QR code for easy registration. Dr. Leggett encouraged broader enrollment in ParentSquare as a key communication tool for district updates and notifications.

*Mr. Cross made a motion, seconded by Mr. Croston, to enter into Executive Session.*

*All in favor of entering into Executive Session: Mr. Weissberg, Mr. Cross, Mr. Croston, Mr. Overton, Mr. Dwire, Mrs. Petrella, and Mrs. Cowan. Motion passed.*

*Mr. Cross made a motion, seconded by Mr. Croston, to invite representatives from O&G, STV, QA+M, Mr. Proia, Mrs. Neubig, Dr. Leggett, and members of the Building Committee into Executive Session.*

*All in favor of inviting representatives from O&G, STV, QA+M, Mrs. Neubig, and Dr. Leggett into Executive Session as presented: Mr. Weissberg, Mr. Cross, Mr. Croston, Mr. Overton, Mr. Dwire, Mrs. Petrella, and Mrs. Cowan. Motion passed.*

The Building Committee went into Executive Session.

The Building Committee returned from Executive Session and resumed the meeting with Public Comment.

**Public Comment**

There was no public comment.

Before the meeting adjourned, Ms. Purcell discussed the upcoming GMP (Guaranteed Maximum Price) draft presentation. Ms. Purcell explained that the draft will not be distributed in advance; however, she emphasized that they are not seeking approval at this meeting, only providing a walkthrough of the document. Ms. Purcell iterated that while the draft won't be available early, there will still be time afterward for full review before any approval is needed, noting that a couple of weeks would be available for formal consideration and sign-off once the draft is circulated.

**Adjournment**

*Mr. Cross made a motion, seconded by Mrs. Cowan, to adjourn the meeting.*

*All in favor of adjourning the meeting: Mr. Weissberg, Mr. Cross, Mr. Croston, Mr. Overton, Mr. Dwire, Mrs. Petrella, and Mrs. Cowan. Motion passed and the meeting adjourned.*

Respectfully submitted by Meghan Shortell-Fratantonio