Marlborough Elementary School Building Committee
Meeting Minutes - Tuesday, October 27, 2026
MES School Library Annex - 6:30PM

1. Call to Order and Roll Call
In attendance were members Derek Bride, Amy Kuhrt, Kelly Oren, Russ Salvador, and alternate members Pat Fitton, Amy Traversa, and Roark McCutcheon. MES Superintendent Paul Smith was also present.

2. Public Comment - None

3. Approval of Minutes

A motion was made by Mr. Bride to approve the minutes from the September 30, 2026, meeting; seconded by Ms. Kuhrt. A minor correction was noted by Mr. Salvador; all members voted in favor.

4. Recommendation for Town Manager to sign contract with STV for Project Management Services

Ms. Kuhrt made a motion to authorize Town Manager David Porter to sign the contract with STV to serve as Owners' Representative to provide project management services. The motion was seconded by Ms. Oren.

After a brief update from Mr. Guzman about two minor contract modifications being negotiated by Marlborough's Town Counsel and STV's attorney, Ms. Kuhrt amended her motion to authorize Town Manager David Porter to execute the contract with STV to serve as Owners' Representative to provide project management services pending resolution of the contract modifications by both attorneys. The motion was seconded by Mr. Salvador; all members voted in favor.

5. STV Inc. - Kickoff Meeting/Review of School Construction Grant Process

A presentation from STV representatives Angela Cahill, Project Executive, and Marnie Liska, Sr. Project Manager, recapped the services to be provided and a proposed timeline for the project was discussed.
Presentation is enclosed.

6. Public Comment

Mr. Hal Whitney requested that documents under discussion be made available to the public.

7. Adjournment

Ms. Kuhrt motioned to adjourn; Ms. Oren seconded the motion. All members voted in favor. The meeting was adjourned at 7:52pm.

Respectfully submitted,
Amy Traversa, Alternate Member

OUR APPROACH TO YOUR PROJECT

Pre-Referendum

1

Procure & Organize

A/E Selection, governance, communication, decision tracking

2

Verify Conditions

Roof, above-ceiling, HVAC, Electrical capacity, access and phasing constraints

3

Define the Path

Scope, master budget, milestone schedule, OGA, strategy and delivery options

4

Advance Design & Phasing

Technical oversight, school calendar, constructability

5

Prepare for Referendum

Budget confidence, reimbursement strategy, public communication

stv



STV DIFFERENTIATOR

STVs pre-referendum planning is structure around developing a complete roadmap from planning through implementation which includes A/E procurement, governance structure development, cost estimating, schedule development, grant planning, referendum readiness, post-approval implementation planning.



OUR APPROACH TO YOUR PROJECT

Grants Administration

Items Needed for a Non-Priority Grant Application

- ✓ Resolution authorizing the establishment of a Building Committee
- ✓ Eight-year Enrollment Report (for full district)
- ✓ Detailed Ed Specs (Project specific)
- ✓ Board of Education approval of Ed Specs
- ✓ Resolution Authorizing the preparation of schematic drawings and specifications
- ✓ Referendum results
- ✓ Resolution authorizing the Superintendent of Schools to apply for and accept the specific grant
- ✓ Detailed Cost Estimate (PSCCD)
- ✓ Roof Plan/Sketch (for roofing project)



STV DIFFERENTIATOR

STV has 30+ yrs of proven experience assisting CT public-school districts in securing, managing, and maximizing state grant funding through the **State of Connecticut Office of Grants Administration (OGA)** and related agencies, including the **Department of Administrative Services (DAS) – Office of School Construction Grants & Review** and the **Connecticut State Department of Education (CSDE) Bureau of Grants Management.**



OUR APPROACH TO YOUR PROJECT

Grants Administration

Possible Grant Options For Marlborough

Non-Priority Grant - Roof Replacement

- OGA School Construction Grant
- Eversource Insulation Incentives
- High-Performance building reimbursement enhancements

Non- Priority Grant - HVAC Replacement

- OGA School Construction Grant
- IAQ-focused eligibility through OGA
- Eversource HVAC incentives
- Heat Pump electrification incentives
- High-Performance School Enhancements



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OUR APPROACH TO YOUR PROJECT

Roof Projects

- ✓ Establish a State-Compliant Roofing Program
- ✓ Validate Existing Conditions and Roofing Scope
- ✓ Coordinate Manufacturer Requirements and Warranty Compliance
- ✓ Incorporate Energy Code and High-Performance Requirements
- ✓ Develop a Comprehensive Bid Package
- ✓ Manage a Transparent Public Procurement Process
- ✓ Protect School Operations During Construction
- ✓ Provide Construction Oversight and Quality Assurance









STV DIFFERENTIATOR

STV's K-12 roofing experience helps ensure a well-planned, code-compliant project that meets State reimbursement requirements, satisfies manufacturer warranty standards, minimizes disruption to school operations, and delivers long-term value for Marlborough.

OUR APPROACH TO YOUR PROJECT

HVAC & Electrical Upgrades

- ✓ Review CFM/Mechanical Requirements
- ✓ Confirm Switchgear Capacity and Required Upgrades for New Mechanical
- ✓ Validate Existing Conditions and Equipment Inventory
- ✓ Incorporate Energy Code and High-performance Requirements
- ✓ Identify and Pre-purchase Long-lead Equipment
- ✓ Develop a Comprehensive Bid Package
- ✓ Phase Work Around The School Calendar and Occupancy
- ✓ Provide Construction Oversight, Commissioning and QA









STV DIFFERENTIATOR

STV's K-12 MEP experience helps right-size new ventilation and cooling, confirm the electrical capacity to support it, and sequence long-lead equipment around the school calendar—delivering a quieter, healthier, code-compliant building that meets State reimbursement requirements for Marlborough.

OUR APPROACH TO YOUR PROJECT

Cost Estimating, Scheduling and Procurement

BUILD THE BUDGET (1)

Develop detailed budgets for roof, HVAC and electrical improvements

Reconcile estimates at each design milestone and identify savings

FORECAST & VALIDATE (2)

Forecast escalation, contingencies, and market impacts

Provide accurate cost information for timely decisions



MANAGE THE SCHEDULE (3)

Manage milestones for design OGA submissions and referendum planning

Monitor critical path, procurement, and long-lead equipment risks

REPORT & ALIGN (4)

Report budget, schedule and risk status to the Committee and Town

Keep stakeholders aligned and strengthen referendum readiness



STV DIFFERENTIATOR

Through the STV Centers of Excellence, we have highly specialized and experience staff dedicated to providing Cost Estimating and Scheduling Services.
STV integrates program controls, including developing detailed cost estimates across all project phases.
We utilize tools liked Primavera P6 for schedule management, allowing for the creation of resource loaded schedules that align with your project



OUR APPROACH TO YOUR PROJECT

Suggested Schedule for your project



Activity	2026						2027												2028												2					
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Owner's Representative Selection																																				
Pre-referendum Public Engagement																																				
Obtain Enrollment Report																																				
Prepare and Approve Ed Specs																																				
Architect/Engineer Selection																																				
Due Diligence and Site Evaluation (Haz-mat)																																				
Schematic Design & Estimate																																				
Referendum																																				
Construction Manager Selection																																				
Design Development & Estimate																																				
Construction Documents & Estimate																																				
Local Approval of Construction Documents																																				
Authorization for Superintendent to Apply for Grant																																				
Grant Submission																																				
DAS Grant Review & Approval																																				
DAS PCR (Plan Completion Review) Meeting																																				
DAS Approval to Bid																																				
Bidding																																				
Trade Contractor Awards & Contracts																																				
Building Permit																																				
Early Procurement of Mechanical & Electrical Equipment																																				
Roof Construction (Roof)																																				
HVAC & Electrical Upgrades Construction																																				
Construction Complete																																				
Project Closeout																																				

Legend

Preconstruction Activities

Key Dates

Construction Phase



OUR APPROACH TO YOUR PROJECT

Community Engagement

- STV will provide Marlborough a structured environment to engage and build consensus among your:
  - School Administrators
  - Building Committee
  - Municipal Leaders
  - Business Leaders
  - Community members
  - Taxpayers
- STV will focus on listening to concerns, documenting decisions, and developing solutions that your stakeholders can support

Successful referendums REQUIRE political and community alignment as much as technical planning



STV DIFFERENTIATOR

STV has a proven ability to connect technical planning, grant maximization, reimbursement strategy, and community engagement into one unified pre-referendum process. STV does more than prepare projects for a vote. We help school districts build a technically sound, financially responsible, and publicly supportable project that voters can understand and confidently endorse.

