

Draft

Minutes of the regular meeting of the Standing Building Committee held on April 7, 2020 via teleconference

Present: David DeMaio, James DeMaio, Jeff Hedberg, Daniel Lamberton, Peter Rader, Adam Tulin, Will Thompson

Also present: Cliff Gurnham, Director of Operations; Joe Golino, Ted Sands, Board of Education

David DeMaio called the meeting to order at 7:00 p.m.

1. Approval of minutes of regular meeting of March 3, 2020. On motion made by James DeMaio, and seconded by Mr. Tulin, the Committee voted unanimously to approve the minutes of the regular meeting of March 3, 2020 as submitted.

On motion made by Mr. Thompson, and seconded by Mr. Tulin, the Committee voted unanimously to add to the agenda approval of the minutes of the special meeting of March 11, 2020.

On motion made by Mr. Thompson, and seconded by Mr. Tulin, the Committee voted unanimously to approve the minutes of the special meeting of March 11, 2020 as submitted.

2. Public Comment. There was no one present for public comment.

3. Board of Finance report. There was no Board of Finance Liaison Report.

4. Revisions to agenda as appropriate. Mr. Gurnham requested that Item 14.1 be added to the agenda as "Discuss for possible action proposal for repairs to Adams Middle School windows."

On motion made by Mr. Tulin, and seconded by James DeMaio, the Committee voted unanimously to add to the agenda, Item 14.1 "Discuss for possible action proposal for repairs to Adams Middle School Windows."

5. Discuss for possible action update on Performance Contracting. Mr. Gurnham noted that a small punch list remains for the Performance Contracting base projects. He noted that the Baldwin and Melissa Jones solar projects and the Baldwin HVAC work will take place this summer.

6. Update for possible action GHS Stadium Turf Field and Track. Mr. Gurnham reviewed the six proposals received for Professional Design Services for the Running Track and Synthetic Turf Field Renovations as follows:

Antinozzi Associates	\$75,800
Kaestle Boos	\$29,000
Benesch	\$51,500
O'Rierdan Migani	\$92,400

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Mr. Gurnham noted that that they will only be awarding work through the bid phase and are not including contract administration at this time.

Mr. Gurnham commented on the spread between the low quote of \$29,000 from Kaestle Boos and the high quote of \$92,400 from O’Riordan Migani. He noted that Kaestle Boos is familiar with the site and would like to continue to work in Guilford so this might account for their lower proposal. A scope review was conducted and he is satisfied that they understand the scope and proposal.

Mr. Rader commented that he would support the selection of Kaestle Boos since they provided the low proposal and have good qualifications and a good history with the Town.

In response to a question by Mr. Tulin, Mr. Gurnham noted that the invitation to submit a proposal went to the on-call contractors and companies recommended by the Standing Fields Committee.

In response to a question by Mr. Thompson, Mr. Gurnham noted that the companies that submitted proposals did not perform any exploratory work but relied on the existing plans. Mr. Gurnham also noted that there are no issues with drainage on the existing field. He also noted that the current field contains rubber infill and the selected architect will be asked to provide different options for other infill products.

In response to a question by Mr. Sands, Mr. Gurnham noted that he will have to look into whether there will need to be changes in the drainage if there is a change in the type of infill.

In response to a question by Mr. Rader, Mr. Gurnham agreed to look into how KAB’s hourly rates compare to other company’s rates.

After discussion, on motion made by Mr. Rader, and seconded by Mr. Tulin, the Committee voted unanimously to recommend that the Synthetic Turf Field and Track Replacement GHS Project be awarded to Kaestle Boos Associates, Inc. for \$17,500 for design services as outlined in the proposal dated March 25, 2020.

7. Discuss for possible action update on HVAC Upgrades at Melissa Jones School. Mr. Gurnham noted that the HVAC project at Melissa Jones School is estimated to start on April 27th. The contractor has received delivery of the project equipment and it is being stored in containers on site and they are getting ready to mobilize with this early start date. An application for payment for the container and the materials on site has been received.

In response to a question by David DeMaio, Mr. Gurnham agreed to request a timeline schedule for the project.

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8. Discuss for possible action proposal for architectural and engineering services for Melissa Jones Elementary School Partial Window and Door Replacement Project. Mr. Gurnham noted that he had received a 90% complete set of plans for the Melissa Jones Partial Windows and Doors Replacement project from Silver Petrucelli. They are still working with Fuss & O'Neil to conduct testing. In response to a request by the Committee, he discussed options with Fuss and O'Neil to limit the amount of testing. He noted that they plan to test one widow of each of 5 styles of window as the best way to move forward efficiently

In response to a question by Mr. Rader regarding the impact of this work on the masonry, Mr. Gurnham noted that the best way to approach the work is to find a good match. He will also look to Fuss & O'Neil for guidance for different options on how to handle any impact on the soil.

In response to a question by Mr. Rader, Mr. Gurnham noted that he is not certain at this time who will serve as the primary architect for this project.

Mr. Gurnham noted that this project is scheduled for 2021 so there is adequate time for further study and prep work. The first step is to get the testing secured. He requested that the Committee members forward any questions they have on the project to him and he will forward them to the architect.

9. Discuss for possible action HVAC Phase I Upgrades at Baldwin Middle School. Mr. Gurnham noted that a change order was received from Sav-Mor Cooling and Heating for the Baldwin Middle School HVAC Phase I project. They are proposing a change of \$5,226.20 to provide and install two new insulated 3" taps with valves so on the existing 5" chilled water S & R piping on the roof for the Phase II HVAC Upgrade project. Mr. Gurnham noted that it would be more efficient for these taps to be included as a part of Phase I. Back-up information for the change order was provided. Silver/Petrucelli has reviewed and approved this proposal.

After discussion, on motion made by Mr. Rader, and seconded by Mr. Lamberton, the Committee voted unanimously to approve Change Order #11 for \$5,226.20 to provide and install two new insulated 3" taps with valves on the existing 5" chilled water S & R piping on the roof for the Baldwin Middle School HVAC Upgrade Project.

10. Discuss for possible action HVAC Phase II upgrades at Baldwin Middle School. Mr. Gurnham noted that the bids for the HVAC Phase II Upgrades at Baldwin Middle School are due April 13. Two mandated walk-throughs were held with 12 contractors broken into 2 sessions. The bid opening will be held at the Community Center at 2:30 on Monday. The funding for this project is on the proposed April referendum questions. He noted that thought should be given to considering acting on the bids for the project at a special meeting mid-April, possibly April 16th. The recommendation would then go to the Board of Selectmen for action at their meeting on April 20th in order to be able to move forward with equipment being ordered. They can begin to move forward once this project is approved by the Board of Finance as part of their meeting to approve the Town budget and referendum questions in place of a public referendum as provide for by the Governor's Executive Order.

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11. Update on design of BOE offices at 595 New England Road. Mr. Gurnham noted that a Change Order proposal was received from Silver/Petrucci for \$16,400 to assist the District with revising the construction documents to make them suitable for building permit issues and construction for 25 office spaces for Board of Education staff in the upstairs of the former Guilford High School science wing. The original construction documents, which are 100% complete, put the project \$200,000 over budget so they have been looking at ways to reduce costs to get the project within budget.

In an effort to look for ways to reduce costs, Mr. Gurnham noted that he had met with Emme Control Building Automation and obtained a proposal for \$100,000 to renovate the existing HVAC system utilizing the Emme Control system and existing duct work in the building. This would provide a substantial savings since the estimate for a complete new system, including duct work, was \$450,000. Both Silver/Petrucci and OR&L have reviewed the proposal and agree the Emme system would work for this space. The change order submitted by Silver/Petrucci would update the construction documents drawings to provide for the Emme system with related electrical changes.

In response to a question by Mr. Rader, about whether the Emme system is proprietary, Mr. Gurnham noted that he was not sure if there are other installers of this type of system. He noted that, with the Emme equipment, the Johnson Control system will still be able to be utilized for control.

Mr. Sands expressed concern for options available if the system is installed but does not work properly. Mr. Gurnham noted that two engineers have looked at the Emme system and are confident it will work. In addition, Emme is providing a guarantee. This system has a life cycle of 20 years.

Mr. Gurnham noted that the savings are due to the fact that there will now be no large electrical costs and because they will be able to re-use most of the existing duct work, which was installed in 2015, so only a minimal amount of new material is needed. The existing duct work should have many years left in its life span. Mr. Gurnham reviewed the system's benchmark temperatures which are 68-72 in the winter and 72-74 in the summer. He noted that each room will have a wireless thermostat. In addition, the system has the ability to redistribute heating and cooling between areas making it more energy efficient.

Mr. Gurnham reviewed information and diagrams that demonstrate how the Emme system works. The Committee members agreed they would like to receive additional information about the performance of the system including:

- Information on any impact when the duct work is cleaned
- References and input on the effectiveness of this system in existing locations
- Additional general information on the system particulars
- Research if this system is proprietary to see if there are similar options available to utilize in the bid
- Input on the strategy of the original proposal to replace the entire system

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Mr. Gurnham agreed to forward additional information to the members.

Mr. DeMaio suggested that, after the above information has been made available to the Committee, they should consider including action on this change order from Silver/Petrucelli for \$16,400 at the special meeting to be scheduled on April 16th for the Baldwin Middle School Bid approval.

12. Update on Baldwin Middle School Kitchen Renovation. Mr. Gurnham noted that the District is still in the process of reviewing the concept drawings for the Baldwin Middle School kitchen renovation.

13. Discuss for possible action update on School Facilities Needs Assessment. Mr. Gurnham noted that there was a meeting today with representatives from Sightlines on how they will move forward with the School Facilities Needs Assessment. There will be a discussion with the administration on possibly arranging for the representatives to have access to the schools to begin their survey work.

14. Discuss for possible action options to include in project specifications to insure improved adherence of a contractor to the completion deadline for a project. Mr. DeMaio noted that there is no update on the discussion on possible action options to include in project specifications to insure improved adherence of a contractor to the completion deadline for a project. This is not a high priority item at this time. He will look into inviting the Town Attorney to attend a meeting in the future to discuss this item.

14.1 Discuss for possible action proposal for repairs to Adams Middle School Windows. Mr. Gurnham noted that the balancers on the large Adams Middle School windows, installed in 2009, have failed or are starting to fail. This issue started to develop approximately two years ago and some windows have actually dropped, creating a safety hazard. There has been a discussion with the Town Attorney about seeking compensation from the contractor or manufacturer. The warranty has expired and, in addition, the manufacturer has stated that the windows were incorrectly installed. The contractor has indicated that they installed the windows as designed. The design for this project was completed by Fletcher Thompson and this firm is no longer in business. Since it does not appear that there will be any relief from the manufacturer, contractor or design firm at this time, Mr. Gurnham is proposing that the District take action to remove the existing balancers and install new heavy duty ones since this is a safety issue and it is also important for these windows to be able to be opened to provide fresh air. This is a good time to have this work done with the school closed.

The Committee members agreed this is a safety and fresh air issue so this project should proceed.

On motion made by Mr. Thompson, and seconded by Mr. Lamberton, the Committee voted unanimously to recommend acceptance of the proposal from Gardian for Millennium Builders, Inc. to repair windows at Adams Middle School for a cost of \$53,113.86 with an understanding that the Town will continue to pursue possible compensation from the contractor.

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15. Chairman's report/Committee correspondence. David Demaio reported that Jeff Hedberg has been appointed as a member of the Standing Building Committee.

Mr. DeMaio noted that he will plan to attend the next Board of Finance meeting virtually.

16. Approval of bills. On motion made by Mr. Rader, and seconded by Mr. Thompson, the Committee voted unanimously to approve payment of Invoice #66CTI9024540 dated 2/28/20 from Arc for \$117.00 for three users of Skysite and Invoice #66CTI9024727 dated 3/28/20 from Arc for \$117.00 for three users of Skysite.

On motion made by Mr. Lamberton, and seconded by Mr. Tulin, the Committee voted unanimously to approve payment of Requisition #9 from Sav-Mor for \$4,521.49 for contractor services for the Baldwin Middle School HVAC Phase I upgrades project.

On motion made by James DeMaio, and seconded by Mr. Rader, the Committee voted unanimously to approve payment of Requisition #2 from Sav-Mor for \$105,450.00 for contractor services for the Melissa Jones HVAC Upgrades project.

On motion made by Mr. Rader, and seconded by Mr. Tulin, the Committee voted unanimously to approve payment of an invoice from Silver Petrucelli for \$2,748.00 for 10% completion of engineering design and 100% completion of construction documents for the HVAC Phase II Upgrades at Baldwin Middle School.

Mr. Gurnham noted receipt of two Applications for Payment from Johnson Controls. They are requesting \$185,285 for Municipal Buildings and \$245,825 for School Buildings. A question was raised regarding information on the invoices so it was agreed to hold approval of these bills for the Special Meeting of April 16th or until clarification is provided.

17. Old business. There were no items discussed under old business.

18. New business. There were no items discussed under new business.

19. Executive session as needed. There was no executive session.

On motion made by Mr. Thompson, and seconded by Mr. Rader, the Committee voted unanimously to adjourn the meeting at 8:50 p.m.

Terry Holland-Buckley
Clerk