

Draft

Minutes of the regular meeting of the Standing Building Committee held on October 6, 2020

Present: David DeMaio, James DeMaio, Jeff Hedberg, Dan Lamberton, Peter Rader, Will Thompson, Adam Tulin, Michael Tyre

Also present: Cliff Gurnham, Director of Operations; Ted Sands, Board of Education; Paul Lisi, Antinozzi and Associates; Eric Romeo Consulting Engineering Services, Inc. ; Ken Eldridge, Bob Banning, Brian Varano, Kimberly Einhart, Silver Petrucelli,

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

1. Approval of minutes of regular meeting of September 8, 2020. On motion made by Mr. Rader, and seconded by James DeMaio, the Committee voted unanimously to approve the minutes of the regular meeting of September 8, 2020 as submitted.
2. Public Comment. There was no one present for public comment.
3. Revisions to agenda as appropriate. Mr. Gurnham requested that Item #9 be moved up to follow Item #5 on the agenda.

On motion made by Mr. Lamberton, and seconded by Mr. Tyre, the Committee voted unanimously to move Item #9 up on the agenda to follow #5.

4. Board of Finance report. There was no Board of Finance report.
5. Discuss for possible action proposal for mechanical and electrical engineering services for the Cox Elementary School HVAC Upgrades and the Guilford Lakes Elementary School HVAC Upgrade project. Mr. Gurnham noted that representatives from Antinozzi Associates and Silver/Petrucci, were present to review their proposals for mechanical and electrical engineering services for the Cox Elementary School HVAC Upgrades and the Guilford Lakes Elementary School HVAC Upgrade project.

Paul Lisi, Antinozzi Associates, and Eric Romeo, Consulting Engineering Services were present to review the proposal from Antinozzi Associates for professional design services for the HVAC System upgrades at Cox Elementary school. Their scope of services includes designing and specifying the most appropriate HVAC components/system for the facilities including preparing the bidding and construction documents. The design fee for the HVAC system upgrades is based on replacing the existing heat pumps, heat recovery units, gym air handling unit and condensing unit, boilers, heating hot water pumps, water heater and attic mounted transformer. The cooling tower and associated pumps are not in the scope of work. The existing controls and duct work will be reused to the greatest extent possible and the duct work will be cleaned and reinsulated where necessary. The architectural and structural engineering scope is limited to design services as required to enlarge the attic stairs to provide access for HVAC equipment, as well as enlarge door openings where required. Following the schematic design they will provide professional design services for the design and construction documents phase and bidding and

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construction administration phases. The total fee for these services is \$64,200 and this fee can be reduced by \$1,000 if they are awarded both the A.W. Cox School project and the Guilford Lakes School project.

Mr. Romeo noted that CES had been asked to provide a proposed alternative to the existing heat pump system serving Cox and Guilford Lakes and to address concerns about fitting equipment into the existing space with a direct replacement. Mr. Romeo noted that the direct replacement option for cooling/heating would provide a water to air heat pump system located in the attic space. The alternative for cooling/heating for the classrooms, offices, conference rooms and media center will be ducted variable refrigerant flow (VRF) air handlers in the attic and connected to existing ductwork, with some modifications, serving each zone. Each heat pump serves four rooms and is very quiet. The VRF air handlers will be heating and cooling units capable of heat recovery and will be fed by the attic mounted water source heat pumps. This system is very efficient and would fit into the attic space. For ventilation these areas will be served by a modular built-up dedicated outdoor air system (DOAS) located in the attic space. Preconditioned outside ventilation air will be distributed through the existing ductwork branches to each space to address dehumidification and ventilation loads. The DOAS will provide outside air via separate energy recovery ventilators (ERV). Mr. Romeo commented that he believes it will be very difficult to move the equipment in and out of the attic space. He showed modular options that could possibly work since they come in pieces that get bolted together. Some slight modifications could be made to the hatch if necessary.

In response to a question by David DeMaio, Mr. Romeo noted that they do not plan to conduct a structural analysis with the direct replacement option.

In response to a question by David DeMaio, Mr. Lisi noted that the fee being provided is for the direct replacement option. A determination to go another route would impact the fee and possibly require a structural study so they would submit a new proposal. Mr. Lisi also noted that they are proposing a similar option for both Cox and Guilford Lakes.

Mr. Rader questioned if the additional cost of the alternative system is worth the trade-off of not having to deal with the additional effort and cost of possibly making structural adjustments to fit the direct replacement option equipment into the existing space. Mr. Gurnham commented that he agreed the direct replacement option would be very complex and would require a substantial amount of work and cost to fit it into the existing space.

Mr. Gurnham noted that the boilers in both school are on their last year of life and he questioned if it would make economic sense to include the boiler replacement as a part of the package for the HVAC work or should the boiler be put out as a separate project. Mr. Romeo noted that they would be able to put both projects out as a larger project, which would most likely result in better bids. The HVAC portion of the project will require the services of multi-trades so including the boiler would only be a problem if it would put the full project over a town threshold that requires public bid. Mr. Gurnham

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noted that the threshold for public bid is \$25,000 so these projects would require public bid whether they are bid separate or together. Mr. Romeo noted that currently there is a long lead time for boilers so the Town might want to consider pre-ordering this equipment once a decision is made to move forward with this part of the project.

9. Discuss for possible action update on HVAC Upgrades at Melissa Jones School. Mr. Lisi noted that the HVAC upgrades at Melissa Jones School project is nearing completion. The heat is circulating but some of the control work needs to be finalized.

5. CONTINUATION OF Discussion for possible action proposal for mechanical and electrical engineering services for the Cox Elementary School HVAC Upgrades and the Guilford Lakes Elementary School HVAC Upgrade project. Mr. Gurnham noted that Ken Eldridge, Bob Banning, and Brian Varano were present from Silver/Petrucci were present to present and review their proposals for mechanical and electrical engineering services for the Cox Elementary School HVAC Upgrades and the Guilford Lakes Elementary School HVAC Upgrade project.

Mr. Eldridge reviewed Silver/Petrucci's proposal for mechanical and electrical engineering services for the Guilford lakes and Cox HVAC upgrade projects. Their proposals include schematic design, contract documents, bid phase support and construction administration. The proposal for the Guilford Lakes project is \$49,910 and for Cox is \$48,060. Mr. Eldridge commented that he believes it will be very difficult to remove and install new equipment in the very limited attic opening at opening at Guilford Lakes. This will make the direct replacement option very difficult. He agrees it makes sense to reuse what can be re-utilized like the water circulation system, heat pump and condenser, or otherwise they would need to reconfigure the duct work.

In response to a question, Mr. Eldridge noted that the payback period for the water source heat pump system is approximately 10 years.

In response to a question by Mr. Tyre, Mr. Eldridge noted that the VRF system provides heat as well as cooling.

In response to a question by Mr. Thompson, Mr. Eldridge noted that he does not see the direct replacement option as a viable option without the need for additional architectural services which are not included in their current proposals.

Mr. Gurnham noted that the boilers in both school are on their last year of life and he questioned if it would make economic sense to include the boiler replacement as a part of the package for the HVAC work or should the boiler be put out as a separate project. Mr. Eldridge agreed there could be a savings if the HVAC and boiler projects go out together. He noted that the boiler work is a part of the design.

In response to a question about the level of filtration provided in the HVAC system being proposed, Mr. Eldridge noted that new style units are designed for MER 13 which is what is recommended so the plan

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would be to design to that level if possible. There has been some talk about eventually going back to a washable filter and at some point there might be a standard filtration rating requirement.

No action was taken on the proposals for mechanical and electrical engineering services for the Cox Elementary School HVAC Upgrades and the Guilford Lakes Elementary School HVAC Upgrade project.

6. Discuss for possible action plans for Pickleball Courts at Bittner Park. There is no update on the Pickleball Courts at Bittner Park.

7. Update for possible action GHS Stadium Turf Field and Track. Mr. Gurnham noted that the Standing Fields Committee has provided a recommendation on the infill to utilize in the plans for the GHS Stadium Turf Field and Track reconstruction. This recommendation has been sent to the Superintendent of Schools who will discuss the recommendation with the Board of Education. He noted that they are also waiting for a recommendation from Mr. McCoy from KBA and the Athletic Director. The documents should be available for SBC review at the November meeting.

8. Discuss for possible action update on Performance Contracting. Mr. Gurnham noted that ECG is in the process of implementing the re-piping and alterations needed at Baldwin. This work should take 4 – 5 days to complete. Temporary hot water heaters have been put in place to provide hot water for the kitchen.

10. Discuss for possible action update on Melissa Jones Elementary School Partial Window and Door Replacement Project. Mr. Gurnham noted that the bid package for the Melissa Jones Elementary School Partial Window and Door Replacement project had been forwarded to the Committee members and Bob Banning and Brian Varano were present to provide an overview or answer any questions. In response to a question by Mr. Tyre regarding performance criteria on the window glazing, Mr. Varano noted that the bid package calls for the use of standard performance based material that will minimize glare. Mr. Banning noted that there is a section in the bid specs on glazing that calls for compliance with the code. He agreed to review this section again for provide additional information to the Committee members.

In response to a question by Mr. Gurnham, Mr. Varano agreed to confirm that the specs incorporate appropriate security glass in the doors and windows for the areas up to 6’.

David DeMaio noted that he has recently seen an increase in material costs so he requested that the project budget be reviewed and updated to reflect any material cost increases.

In response to a question by David DeMaio, Mr. Gurnham noted that the plan is for this project to go out to bid after the first of the year for early summer construction. He agreed the Committee could hold off on approval of the bid until the November meeting when they receive additional information as requested. Mr. Gurnham noted that the Town Purchasing Agent has retired so his goal will be to have this project go to the new Purchasing Agent by mid-November since additional new projects will be requiring the attention of the new staff person later in the year.

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11. Discuss for possible action update on Melissa Jones Elevator Modernization and Upgrade Project. Mr. Gurnham noted that he will be meeting with Mr. Banning tomorrow morning for a kick-off meeting with a goal to put this project out for bid in the early spring. The goal is to fit the new elevator into the current footprint. They will also be looking at an electric option in addition to a hydraulic system. The electric system could possibly generate some savings.

Mr. Varano noted that they will have some flexibility with the code requirements since the gymnasium is not seen as a 4th floor area.

12. Discuss for possible action update on HVAC Phase II Upgrades in Baldwin School. Ken Eldridge noted that progress is being made on the HVAC Phase II Upgrades project for Baldwin School. A requisition for payment had been submitted by the contractor but they have reduced a number of percentages. The Town is currently absorbing additional costs for temporary equipment and fuel so it is important to keep the project moving along. The contractor has been asked to put on a second crew as soon as possible to get it back on schedule.

13. Update on design of BOE offices at 595 New England Road. Mr. Eldridge noted that plans have been provided for the renovation of 595 New England Road for offices for 25 Board of Education staff. Kim Einhart and Bob Banning were present to provide an update. Ms. Einhart noted that the plans call for the majority of the exterior walls to remain and for the rooms to be subdivided into smaller offices, closets, and conference rooms. Mr. Banning noted that the plan calls to tie into the existing sprinkler system from the lower level to service the upper level. The plumbing scope for the plan is primarily for the toilet rooms and the HVAC scope provides for keeping the existing equipment and duct with some modifications to accommodate the break-up of the space. For the electrical work they will use the main electrical infrastructure panels. The security and technology work will be covered under the electrical work. The vast majority of the lighting will be replaced with the LED option except for the corridor. The fire alarm system will be extended from the first level to the second floor with a dry system installed in the attic.

Mr. Gurnham noted that this project has been put on hold for the balance of this year due to the need for BOE maintenance staff to focus on other projects related to covid and to allow for the installation of the new tents at each school. They have been pulled away from the work at 595 New England Road for these other projects but will resume work as soon as possible. He also noted that funding for this project could also develop as an issue if funds need to be transferred to deal with covid related issues.

14. Update on District Wide Interior Door and Lock Project. Mr. Gurnham noted that proposals have been received from Gardian for the interior door and lock project at Guilford Lakes or Melissa Jones schools as follows:

Guilford Lakes School

To supply the doors & locks	\$76,640.69
Additional for installation	\$10,731.79

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Melissa Jones School

To supply the doors & locks	\$48,749.28
Additional for installation	\$ 7,331.25

A motion was made by David DeMaio, and seconded by Mr. Rader to recommend approval of the proposals from Gordian to supply the doors and locks for the interior door and locks projects at Guilford Lakes School for \$76,640.69 and for Melissa Jones School for \$48,749.28.

It was then noted that the unit price for the doors and locks at Melissa Jones School was \$984 for the doors and \$498 for the lockset for a total of \$1,482 each and the unit price at Guilford Lakes School was \$1,167 for the doors and \$498 for the lockset for a total of \$1,665 each. Mr. DeMaio and Mr. Rader agreed to withdraw their motion and to recommend approval of the proposals from Gordian to supply the doors and locks for the interior door and locks projects at Guilford Lakes School for the same unit price as Melissa Jones. Guilford Lakes will be 44 units x \$1,498 each for a total of \$65,912 and Melissa Jones will be 31 units x \$1,498 each for a total of \$46,438.

On motion made by Mr. Thompson, and seconded by Mr. Tulin, the Committee voted unanimously to recommend acceptance of the proposals from Gordian to supply the doors and locks for the interior door and locks projects at Guilford Lakes and Melissa Jones Schools contingent upon a unit price of \$1,498 per door and lock is provided for both locations. Note that there will be miscellaneous additional hardware items required at Guilford Lakes School totaling \$573.27.

15. Discuss for possible action update on School Facilities Needs Assessment. Mr. Gurnham noted that there is no update on the School Facilities Needs Assessment.

16. Chairman's report/Committee correspondence. There were no items for discussion under Chairman's report/Committee correspondence.

17. Approval of bills. On motion made by James DeMaio, and seconded by Mr. Lamberton, the Committee voted unanimously to approve payment of Invoice #66CTI9029828 from Arc dated 9/30/20 for \$273.00 for seven users of Skysite.

On motion made by Mr. Lamberton, and seconded by Mr. Tyre, the Committee voted unanimously to approve payment of Invoice #976713 for \$150.24, Invoice #976714 for \$60.42 and Invoice #976715 for \$11.07 for fuel oil provided for temporary HVAC equipment for the Baldwin Middle School HVAC project.

On motion made by Mr. Lamberton, and seconded by Mr. Thompson, the Committee voted unanimously to approve payment of Invoice #971842956 from Antinozzi Associates for \$9,181.25 for Construction Administrative for the Melissa Jones HVAC Upgrades project including the electrical panel replacement/generator connection.

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On motion made by Mr. Thompson, and seconded by Mr. Thompson, the Committee voted unanimously to approve payment of Invoice #11705 from Sav-Mor for \$177,992.81 for contractor services for the Melissa Jones Elementary School HVAC upgrades project.

On motion made by Mr. Tyre, and seconded by James DeMaio, the Committee voted unanimously to approve payment of Invoice #11704 from Sav-Mor for \$206,035.47 for contractor services for the Baldwin Middle School HVAC Phase II Upgrades project.

On motion made by James DeMaio, and seconded by Mr. Hedberg, the Committee voted unanimously to approve payment of Invoice #20-1845 from Silver/Petrucci for \$1,403.00 for Engineering and Design services for the Baldwin Middle School HVAC Phase II project.

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

19. New business.

19.1 **Follow-up discussion on direction from Jeff Donofrio regarding responsibilities of Standing Building Committee to serve as “Eyes and Ears for Town projects”.** David Demaio suggested that discussion on Item 19.1 be delayed until the November meeting or consider holding a special meeting. Mr. Gurnham noted that some of the items that have been on the SBC agenda will be dormant for the winter so the business part of the agenda could be shorter allowing more time for discussion on Items 19.2 and 19.3.

19.2 **Discuss possibility of starting Committee meetings in person.** The Committee members provided input on whether they would like to begin meeting in-person or continue with zoom meetings. The consensus was to continue to meet virtually for the upcoming months.

19.3 **Discussion on Change Order process to insure possible exposures are brought into the open before start of a project.** David Demaio suggested that discussion on Item 19.3 be delayed until the November meeting or consider holding a special meeting.

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

On motion made by David DeMaio, and seconded by Mr. Hedberg, the Committee voted unanimously to adjourn the meeting at 8:55 p.m.

Terry Holland-Buckley
Clerk