

Draft

Minutes of the regular meeting of the Standing Building Committee held on November 1, 2016

Present: Scott Orenstein, Chris Anderheggen, Greg Broderick, Jim Goodridge, Peter Rader

Also present: Cliff Gurnham, Director of Operations; Steve Neydorf, Director of Operations; Mike Ayles, Board of Finance; Ted Sands, Board of Education; Paul Jorgeson, Silver/Petrucelli; Aldo Mazzaferro, ECG

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

1. Approval of minutes of regular meeting of October 3, 2016. On motion made by Mr. Goodridge, and seconded by Mr. Broderick, the Committee voted unanimously to approve the minutes of the regular meeting of October 3, 2016 as submitted.
2. Public Comment. There was no one present for public comment.
5. Revisions to agenda as appropriate. Mr. Orenstein recommended that item #4 be moved up to next on the agenda.
4. Board of Finance report. Mr. Ayles noted that there had been discussion by the Board of Finance members on the Baldwin Middle School PCB issue that was discussed in the October meeting minutes. Mr. Gurnham had provided information to explain this issue noting that it primarily had to do with timing.
3. Review bids for Performance Contracting and take action to set-up interviews with recommended respondents. Mr. Mazzaferro provided members with handouts including a summary of the proposals provided by the three companies who responded to the RFP for performance contracting services. The hand-out broke out the responses received from three vendors including Ameresco, Honeywell and Johnson Controls. Proposed energy conservation measures were provided in multiple areas including interior lighting, exterior lighting, lighting controls, energy management systems, air re-balancing, boiler upgrades, and air handling unit upgrades. Proposals in each area were highlighted for each of the three companies with the cost and energy savings amount estimated for each item.

Mr. Mazzaferro also handed out and highlighted a financial overview of the three proposals noting the Total Cost, Positive Cash Flow and Total Project Value. He explained that the positive cash flow for 15 years and the total cost make-up the Total Project Value. He also explained why each ESCO was asked to break-out the proposed costs with any solar projects removed in order to level the playing field since these areas have many unknown specifics. If a decision is made to include a solar project, they will review the two funding options including purchase of equipment, which includes responsibility for maintenance, or Power Purchase Agreement, which is a lease of roof space with a reduction of energy costs in exchange.

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Mr. Mazzaferro then highlighted the Scope Overview listing the common energy conservation measures proposed by all of the companies including Comprehensive LEDs, Temperature Controls, Boilers at Baldwin Middle School, Demand Controlled Ventilation, Computer Load Management, Plug Load Controls, Pipe Insulation, Building Envelope Improvements, Solar Photovoltaics, and Vending Machine Controls. He explained that all three proposals included multiple projects, some with quick paybacks and others that are longer term. Mr. Mazzaferro reviewed the common proposals proposed by all three companies but noted that different companies propose varying degrees of savings.

Mr. Mazzaferro reviewed the process noting that the selected contractor will perform a comprehensive energy audit and then generate a contract. They will then design specifications and design a financing plan that generally utilizes tax exempt loans with loan payments for the funded projects coming from savings in energy costs so there is no direct cost to the Town. Payment for the projects begins one year after completion of installation and savings are generated.

There was general discussion on the process to be followed once a recommendation for an ESCO is made. Mr. Orenstein commented that he does not believe it is the responsibility of the Standing Building Committee to determine which individual projects are the most beneficial to pursue with the ESCO. Mr. Gurnham noted that it is his understanding that the Board of Education will approve recommendations based on his input and Mr. Neydorf will be making recommendations for Town projects.

Mr. Mazzaferro recommended that the Standing Building Committees interview each of the companies who responded. ECG will be able to provide evaluation criteria to be used by the Selection Committee. In discussion it was agreed that the Standing Building Committee should sit in on the interviews and the Selection Committee should also include Mr. Neydorf, Mr. Gurnham, Mr. Sands and possibly the Fire and Police Chiefs. Mr. Gurnham agreed to set-up the interviews at a larger venue like the High School or the Fire House and also consolidate a date for a presentation to the full Board of Education and Town. He will arrange for a date in approximately two weeks to give the vendors adequate time to prepare and will contact the Committee members.

6. Update on Melissa Jones Security Upgrades and Renovations Project. Mr. Gurnham noted that the new wall has been installed and looks good. This was the last piece of this project to be completed. Mr. Gurnham reviewed a problem with the camera at the back of the school. As installed, the camera did not catch the side of the building as requested. To correct this situation, the contractor has installed an additional camera at no cost, to cover the area that cannot be seen. The camera still needs to be hooked up to the system. This project will be closed at the next meeting with the final payment.

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7. Update on Baldwin Middle School Windows and Doors project. Mr. Jorgeson noted that a meeting date with the State to review the Baldwin Middle School windows and doors project is set for November 22nd. He provided Committee members with a copy of the ASTM Unifomat for Phase 1 of the project to be submitted to the State. They will be printing copies of the plans for local review and requesting Board of Education approval on November 14<sup>th</sup>. They will e-mail a copy of the documents to the Standing Building Committee for review and will need formal SBC action before the meeting with the State. Mr. Orenstein requested that members contact him with any comments.

On motion made by Mr. Orenstein, and seconded by Mr. Broderick, the Committee voted unanimously to approve the plans and specifications for the Baldwin Middle School Windows and Doors project, and to authorize the Chairman to sign-off on behalf of the Committee, subject to the final review of the documents to be provided to the Standing Building Committee with a deadline of Monday, November 7<sup>th</sup> for comments.

Mr. Jorgeson noted that the documents will need to be signed-off by local officials prior to the State meeting.

8. Chairman's report/Committee correspondence. There were no items discussed under Chairman's report/Committee correspondence.

9. Take action on items as appropriate. There were no items discussed under #9.

10. Approval of bills. On motion made by Mr. Orenstein, and seconded by Mr. Broderick, the Committee voted unanimously to approve payment of a bill from Terry Holland-Buckley for \$170.00 for 10 hours of secretarial service for the Committee for September and October.

Mr. Gurnham noted that a change order was submitted for replacement of four sections of fence that had to be removed to move equipment into the area to work on the GHS Turf Field Light Project. On motion made by Mr. Orenstein, and seconded by Mr. Broderick, the Committee voted unanimously to approve a Change Order for \$3,125.00 for fence work related to the GHS Turf Field Light Project.

On motion made by Mr. Orenstein, and seconded by Mr. Broderick, the Committee voted unanimously to approve payment of Application for Payment #2 from Musco for \$170.762.00 for final payment for the GHS Turf Field Light project.

On motion made by Mr. Rader, and seconded by Mr. Broderick, the Committee voted unanimously to approve payment of an invoice from Silver Petrucelli for \$640 for 40% completion of Contract Administration for the Turf Field Lights project and for \$320.00 for 100% completion of Contract Administration for the Turf Field Lights project.

On motion made by Mr. Goodridge, and seconded by Mr. Rader, the Committee voted unanimously to approve payment of an invoice from Nationwide Security for \$6,470.55 for installation of cameras at Adams Middle School.

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11. Old business. There were no items discussed under old business.
12. New business. There were no items discussed under new business.
13. Executive session as needed. There were no items for discussion in executive session.

On motion made by Mr. Broderick, and seconded by Mr. Anderheggen, the Committee voted unanimously to adjourn the meeting at 8:45 p.m.

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Terry Holland-Buckley  
Clerk