

Draft

Minutes of the regular meeting of the Standing Building Committee held on October 3, 2017

Present: Scott Orenstein, Chris Anderheggen, Jim Goodridge

Also present: Cliff Gurnham, Director of Operations; Matt Hoey, Ken MacKenzie, Candidates for First Selectman; Mike Ayles, Lou Federicci, Board of Finance; Ted Sands, Board of Education; Paul Jorgensen, Silver/Petrucci ; Dave Leonard, John Coon, CWA; Greg Longo, BL Companies

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

1. Approval of minutes of regular meeting of September 5, 2017. Mr. MacKenzie noted that on page 4, Item 11, the Board of Education recommended a third party review not the Board of Education and Board of Finance.

On motion made by Mr. Anderheggen, and seconded by Mr. Goodridge, the Committee voted unanimously to approve the minutes of the regular meeting of September 5, 2017 as corrected.

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

3. Board of Finance report. In response to a question by Mr. Ayles, Mr. Gurnham noted that he will provide an update on Performance Contracting under old business.

4. Revisions to agenda as appropriate. There were no revisions to the agenda necessary.

5. Discussion with Candidates for First Selectman. Mr. Orenstein reviewed Section 928 of the Town Code which established the Standing Building Committee to provide oversight for school and Town projects. He noted that once a project has been approved the Committee oversees design, the bidding process, payments and negotiations as it acts as the owner representative which is a tremendous amount of responsibility.

Mr. Orenstein advised that he would like to make the candidates aware of a couple of concerns related to the Standing Building Committee. While the Committee is designed to be made up of 7 members and 2 alternates, the Committee is now serving with 4 regular members and no alternates. One of the benefits of having 9 members on this Committee is that a variety of experience was available to provide input, which is important especially on the more complex projects. With only 4 members currently on the Committee, they are sometimes lacking adequate knowledge in certain areas and it becomes difficult to operate as effectively as the Committee should and was able to in the past when there was a full board. Mr. Orenstein noted that this Committee has never been political since there is an understanding that members must come from a variety of building and construction related fields without consideration of political party affiliation.

Mr. Orenstein also noted that the Committee is responsible for oversight for both school and town projects. Mr. Gurnham is very involved with the Committee and attends all meeting and keeps the

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Committee advised of current and upcoming Board of Education projects on a regular basis. It has been more difficult working with Town projects since, while there is a Facility Director, many of the Town buildings are overseen by the Department Heads, like the Police Chief and the Parks and Recreation Director, who do not have knowledge in building maintenance. The SBC members do not feel that they are able to function as efficiently with Town projects as they do with Board of Education projects.

In response to a question by Mr. MacKenzie, Mr. Orenstein commented that he believes the problem is a lack of volunteers rather than concerns with the application process required to serve on a Committee. Mr. MacKenzie suggested that the Town Committees should make additional effort to solicit professional individuals to volunteer to serve on the Standing Building Committee.

Mr. Hoey commented that he has always held the Standing Building Committee in high regard and agrees that the level of expertise on the Committee has always been impressive. He noted that in 2009 the Board of Finance amended their regulations to require that capital projects receive SBC approval prior to going to the Board of Finance. The Board of Finance considers the role of this Committee to be critical and without them, the Town would need to contract additional work out or hire additional personnel.

Mr. Sands commented that, as the Board of Education representative, he has always been impressed by the expertise and knowledge of the Committee members and agrees they have saved the Town a substantial amount of money. He has watched the membership dwindle and feels getting the Committee up to full strength should be a priority.

Mr. Gurnham commented that, from his point of view, the Committee members are critical, especially with their variety of expertise. Today, projects are getting bigger and more frequent and some projects are now overlapping. The expertise of a Standing Building Committee will only become more important as a number of large projects come up in the next 5 years.

Mr. Anderheggen commented that having Mr. Gurnham available as a representative for Board of Education projects is a great asset to the Committee. It would be beneficial to have a similar representative for the Town side.

Mr. Ayles noted that in 1999, when he was on the Standing Building Committee, they worked with a full Board including alternates. As many of the long term members phased-out they were not replaced. As a former SBC member and as a member of the Board of Finance, he understands the important role of the Standing Building Committee as the owner representative. He agrees there has been a history of Town projects generally not being run through the Standing Building Committee and he feels this is an important resource that should be utilized. He believes it is important for the Town to make an extra effort to solicit the right volunteers for the Committee with no concern for political affiliation.

Mr. Orenstein, Mr. Goodridge and Mr. Anderheggen all agreed an effort should be made to reach out to qualified residents to serve on this important Committee.

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Mr. Federicci suggested that a flow chart to outline the process to follow for a building project, which highlights the role of the Standing Building Committee, should be developed.

6. Update on Baldwin Middle School Windows and Doors project. Mr. Gurnham noted that the contractor for the Baldwin Middle School windows and doors project has shut down work for the school year. They recently finished installation of the door access system and cameras but are still waiting to receive the additional license needed to complete the loading dock area.

Mr. Gurnham advised of an issue that has developed when it was found that the egress windows are too small and do not meet the specifications which stated they must meet current code. As a result, a total of approximately 90 operable windows need to be replaced. Mr. Orenstein recommended that a default letter be sent to the contractor stating that the Town finds the windows as installed unacceptable. The letter should also ask for a commitment from Annuli that confirms the correct windows will be installed; otherwise, the Town will have to start making arrangements to have this work performed by others.

Mr. Ayles recommended that an indemnification for the Town be clarified if there is an incident and the installed windows do not meet code.

Mr. Gurnham provided an update on the change order for the additional PCB work. The original \$5,000 estimate has now come in at \$5471, which includes mark-up's based on the contract. He suggested that the Committee discuss a policy which would limit mark-ups for change orders for future projects.

On motion made by Mr. Orenstein, and seconded by Mr. Anderheggen, the Committee voted unanimously to approve Change Order #4 from Orlando Annuli for \$5471 for the removal of additional contaminated soil for the Baldwin Middle School window and doors project.

7. Update on Melissa Jones roof project. Mr. Gurnham noted that the solar specifications for Melissa Jones Schools are being pulled out of the Performance Contracting Projects by Johnson Controls and will be inserted into the bid documents for the Melissa Jones School roof project. By providing the specifications for solar, the guarantee will remain with the package and JCI will be brought in as a sub-contractor to oversee the installation to guarantee the savings associated with performance contracting. Additional information is needed from JCI and then Mr. Gurnham will come back to the Standing Building Committee with 100% complete plans at the next meeting.

8. Update on Electrical Upgrades for Baldwin, Jones and Cox. Mr. Gurnham noted that, as follow-up to the September meeting, he received an executive summary from Mr. Longo which was to include the various options being recommended, the costs associated with each option, the associated pros and cons, energy savings a cost analysis program and payback associated with each project. Mr.

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Longo had planned to attend the meeting this evening to review his report, but, at the last minute, was unable to attend. He plans to attend the November meeting to provide an update.

Mr. Gurnham noted that proposals were received from BL, which is on the on-call list, for contractor services for new electrical service at Cox and Baldwin. The Cox proposal is for \$15,800 for feed for new 2500 amp electrical service. The Baldwin proposal is for \$20,400 for feed for the electrical service. These upgrades are necessary to be able to upgrade the HVAC at these schools. The electrical upgrades would be the primary projects to be completed during summer, 2018. The Board of Education is in agreement that the Cox project is the priority. Mr. Gurnham noted that bonded funds are available for both the Cox and Baldwin projects.

The Committee members were in agreement to move forward with both projects since funding is available for both.

On motion made by Mr. Goodridge, and seconded by Mr. Anderheggen, the Committee voted unanimously to accept the proposals from BL for \$15,800 for electrical upgrades for Cox Elementary School and \$20,400 for Baldwin Middle School with a plan to move forward for a summer, 2018 construction date.

9. Chairman's report/Committee correspondence. Mr. Orenstein noted that the only correspondence this month was related to inviting the candidates for First Selectman to attend this meeting.

10. Take action on items as appropriate. There were no items discussed under #10.

11. Approval of bills. Upon a motion made by Mr. Anderheggen, and seconded by Mr. Goodridge, the Committee voted unanimously to approve payment of an Application for Payment from CWA for \$5,800 for 26% completion of architectural services and 50% completion of Construction Documents for the Melissa Jones Roof Replacement project.

Upon a motion made by Mr. Goodridge, and seconded by Mr. Anderheggen, the Committee voted unanimously to approve an invoice from Silver Petrucelli for \$2,760 30% completion of Construction Administration for the Baldwin Middle School Windows and Doors project.

Upon a motion made by Mr. Rader, and seconded by Mr. Anderheggen, the Committee voted unanimously to approve payment of invoices from BL Companies for \$4,620 and for \$6,020 for 10% completion of mechanical schematic design and 100% completion of electric schematic design for the HVAC/Electrical Upgrades in Baldwin, Jones and Cox Schools.

Upon a motion made by Mr. Goodridge, and seconded by Mr. Anderheggen, the Committee voted unanimously to approve payment of invoices from Fuss & O'Neil for \$17,780.69 administrative services

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for PCB abatement services for the Baldwin Middle School Windows and Doors project with a notation that this is the last invoice that will be approved for this contractor for this project without cumulative totals provided.

Mr. Gurnham noted receipt of a bill from Orlando Annuli for \$24,504.00 for 66.4% completion of electrical and security projects, including Change Order #1 – Camera and Card Readers, and Change Order #2 – concrete sidewalk work, for the Baldwin Middle School Windows and Doors Project. Mr. Orenstein recommended that action on this invoice be tabled until the issue regarding the incorrect windows installed at Baldwin Middle School has been resolved.

Upon a motion made by Mr. Goodridge, and seconded by Mr. Anderheggen, the Committee voted unanimously to table action on a bill from Orlando Annuli for \$24,504 until the issue regarding the incorrect windows installed at Baldwin Middle School has been resolved.

12. Old business. Mr. Gurnham provided an update on Performance Contracting. He noted that a meeting was held on September 15th for the Board of Education to meet with representatives of Johnson Controls, ECG and Kolhar Ronan to discuss concerns about the differences they have regarding the Performance Contracting proposal and to come up with a mutual agreement. Representatives from the Standing Building Committee were invited to attend. During the discussion Kolhar Ronan came to understand the information and figures developed by Johnson Controls and after discussion indicated they were comfortable with the Johnson Controls project and agree this would be a \$580,000 positive cash flow project. There was also discussion on the financing of the solar component.

Mr. Gurnham noted that an update on the information provided at the meeting was forwarded to the Board of Education and they will be considering action at their October meeting to recommend that the town move forward with an RFP for financing and obtain the information necessary for the CREB application for proposed Performance Contracting projects for the Town and Board of Education projects.

13. New business. No items were discussed under new business.

14. Executive session as needed. There were no items for discussion in executive session.

On motion made by Mr. Goodridge, and seconded by Mr. Anderheggen, the Committee voted unanimously to adjourn the meeting at 8:20 p.m.

Terry Holland-Buckley
Clerk