

Draft

Minutes of the regular meeting of the Standing Building Committee held on January 8, 2019

Present: Scott Orenstein, Chris Anderheggen, David DeMaio, Adam Tulin

Also present: Cliff Gurnham, Director of Operations; Sean Merrick, Johnson Controls; Paul Jorgeson, Silver/Petrucelli

Mr. Orenstein called the meeting to order at 7:15 p.m.

1. Approval of minutes of regular meeting of December 4, 2018. On motion made by Mr. DeMaio, and seconded by Mr. Tulin, the Committee voted unanimously to approve the minutes of the regular meeting of December 4, 2018 as submitted.
2. Public Comment. There was no one present for public comment.
3. Board of Finance report. Mr. Orenstein reported that he plans to attend the January 22, 2019 Board of Finance meeting to represent the Standing Building Committee.
4. Revisions to agenda as appropriate. There were no revisions to the agenda necessary.
5. Discuss for possible action update on Performance Contracting. Mr. Merrick reported that the issues that had developed at Melissa Jones School with getting the boilers to work correctly have been resolved. There are only a few small outstanding items to complete with this project.

Mr. Merrick reported that the structural report on the Public Works Department building has been completed and it does not appear that the structure of the building will allow the installation of solar panels on the building. They will be going back to their engineers to look for other options.

Mr. Merrick noted that the Performance Contracting project will be reaching substantial completion status by next month.

6. Update for possible action GHS Turf Field. Mr. Gurnham reported that he had attended the December 12th mediation meeting on the GHS Turf Field issue with Town and contractor representatives. They were able to come to an agreement that will include a new base, a revised drainage plan, top dressing and rebuilding of the field. None of the existing turf can be used but areas of the shock pad can be used if approved by the Town's consultant. The re-build is in the design phase at this time and no specific start date has been provided. It is possible that the field will be back in use for summer, 2019.
7. Update for possible action Town Hall Elevator and Fire Alarm Upgrades project. Mr. Gurnham noted that he met with Mr. Neydorf who advised him that the elevator pit has been sealed and the pump has been installed which has alleviated any water problems. The elevator is currently out-of-service due to the need to switch the button controller from analog to digital to match the main controller. The elevator company has ordered the part and will install once the parts are delivered.

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Mr. Gurnham also noted that Mr. Neydorf advised him that a number of punch list items still remain on the Community Center roof project so some funds continue to be held for this project until the punch list is completed.

8. Discuss for possible action update on Baldwin Middle School Windows and Doors project. Mr. Gurnham reported that a meeting was held with the consultant and Fuss & O'Neil regarding the discrepancy with the amount of soil removed that would be charged to Change Order #8. The cross-contamination issue was resolved and an amount for quantities and dollar value was agreed upon. Mr. Gurnham recommended that Change Order #8 for \$34,109.00 from Orlando Annuli be approved. If the Standing Building Committee has any remaining concerns regarding this change order, he recommends that a representative from Fuss & O'Neill be asked to attend the February SBC meeting. Mr. Orenstein requested that Mr. Gurnham request that the Fuss & O'Neill representative attend the February SBC meeting since there are some concerns about some missing documentation related to the test results and manifests.

On motion made by Mr. Orenstein, and seconded by Mr. DeMaio, the Committee voted unanimously to approve Change Order #8 for \$34,109.00 from Orlando Annuli for additional soil removal for the Baldwin Middle School Windows and Doors project.

Mr. Jorgeson noted that this is the final change order for this project and they have received the manuals so he plans to have the final requisition for the retainage for consideration at the next Standing Building Committee meeting.

9. Update on Melissa Jones roof project. Mr. Gurnham noted that the Melissa Jones roof work is completed and they are waiting to receive O & M to be able to close out this project.

10. Discuss for possible action update on HVAC Upgrades at Baldwin and Jones School. Mr. Gurnham recommended that the HVAC Upgrades at Baldwin and Jones School be divided into two separate agenda items for the next SBC meeting.

Mr. Gurnham noted that the Baldwin project is moving forward and is almost to the design/development level. Johnson Controls will become involved with the project starting next week. They will begin to blend this project with the Performance Contracting project. He anticipates that drawings will be available for the February SBC meeting.

Mr. Gurnham noted that a proposal was received for the Melissa Jones project from Antonizzi and another proposal is expected to be submitted by Reardon. He plans to have the two proposals available for Committee review for the February meeting. This project might have to be delayed until next year or it might be possible to schedule work for off-hours.

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11. Discuss for possible action update on Electrical Upgrades at Baldwin and Cox Schools. Mr. Gurnham noted that they are continuing to work on receipt of the close-out documents for both the Baldwin and Cox projects. All work is complete so if the documents are received, this project can be closed out at the February SBC meeting.
12. Chairman's report/Committee correspondence. There was no Chairman's report or Committee correspondence.
13. Take action on items as appropriate. Mr. Orenstein recommended that this item be removed from future agendas.
14. Approval of bills. On motion made by Mr. Tulin, and seconded by Mr. Anderheggen, the Committee voted unanimously to approve payment of invoices from Arc Document Solutions for \$39.00 for the fee for one user of the Project Manager program for November and \$39.00 for the fee for one user of the Project Manager program for December.

On motion made by Mr. Orenstein, and seconded by Mr. Anderheggen, the Committee voted unanimously to approve payment of Application for Payment #5 from A & M Electric for \$9,683.35 for contractor services for the Baldwin/Cox Electrical projects.

Mr. Gurnham noted that he has received Application for Payment #6 from A & M Electric but he is recommending that this invoice be held until close out documents are received.

On motion made by Mr. DeMaio, and seconded by Mr. Tulin, the Committee voted unanimously to approve payment of an invoice from Terry Holland-Buckley for \$207.00 for 12 hours of secretarial services from November and December, 2019.

On motion made by Mr. DeMaio, and seconded by Mr. Orenstein, , the Committee voted unanimously to approve payment of an invoice for \$24,357.00 from Johnson Controls for Performance Contracting services for municipal buildings.

On motion made by Mr. Anderheggen, and seconded by Mr. DeMaio, the Committee voted unanimously to approve payment of an invoice for \$418,194.00 for Performance Contracting services for Board of Education Facilities.
15. Old business. There were no items discussed under old business.
16. New business. Mr. Gurnham reviewed a handout on the Board of Education 10 Year Capital Plan. He noted that the Capital plan is laid out to allow for one and two year bonding cycles. He also highlighted that the project figures on the Capital Plan chart do not include contingencies, bond issuance or inflation numbers.

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Mr. Gurnham reviewed the total bonding estimate for the 2019 projects which includes the contingencies bond issuance fees and 3% inflation. These bring the total estimated costs to \$2,932,235. Also included in the packet provided is a detailed description and justification for the three 2019 projects which include Melissa Jones Window and Door Upgrades for a total cost of \$1,567,854, Cox HVAC Upgrades for a total cost of \$1,197,506, and District Wide Architectural and Engineering for future projects for a total cost of \$166,875. The Committee members agreed that the contingency for the Cox HVAC Upgrades project should be increased to 15% for possible additional costs related to gaining access to the equipment.

Following review, the Standing Building Committee members agreed the Board of Education 2019 bond request appears to be in-line and reasonable for the size and scope of the projects.

Mr. Gurnham noted that the Board of Education will review and consider action on the 10 year Capital Plan at their meeting on Monday, January 14.

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

On motion made by Mr. Tulin, and seconded by Mr. Anderheggen, the Committee voted unanimously to adjourn the meeting at 8:25 p.m.

Terry Holland-Buckley
Clerk