

Draft

Minutes of the regular meeting of the Standing Building Committee held on December 3, 2019

Present: Scott Orenstein, David DeMaio, James DeMaio

Also present: Cliff Gurnham, Director of Operations; Ted Sands, Board of Education, Rick Maynard, Parks and Recreation Director; Todd Rake, Maintenance Custodian, Community Center; Ken Eldridge, Silver Petrucelli,

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

1. Approval of minutes of regular meeting of November 5, 2019. On motion made by David DeMaio, and seconded by James DeMaio, the Committee voted approve the minutes of the regular meeting of November 5, 2019 as submitted. David DeMaio and James DeMaio voted in favor of the motion and Mr. Orenstein abstained.
2. Public Comment. There was no one present for public comment.
3. Board of Finance report. James DeMaio noted that he had attended the November Board of Finance meeting to be available to answer questions on the Standing Building Committee minutes. The members had a number of questions regarding updates on the Turf Field, the boiler at Baldwin Middle School and Performance Contracting, but the questions were on updates that had happened since the SBC meeting, he was not able to provide any additional information.

Mr. Orenstein noted that he will contact Mr. Ayles and clarify that questions to the SBC member in attendance at the Board of Finance meeting should be limited to items within the prior month's SBC minutes.

4. Revisions to agenda as appropriate. There were no revisions to the agenda. .
5. Review and discuss for possible action drawings and specifications for the Community Center Boiler replacement project. Mr. Maynard noted the Ken Eldridge was present to present the drawings and specifications for the Community Center Boiler replacement project. He noted that the current boilers are original from 1993 and, while they are not failing, they are inefficient and are beginning to require regular repairs. They have lasted as long as they have due to a good maintenance schedule. There are funds available in the Parks and Recreation budget to replace five boilers with three more efficient boilers with work to commence in May after the heating season.

Mr. Eldridge noted that the existing boilers at the Community Center are outdated and need to be modernized with an update to condensing boilers. The new boilers will fit well in the existing space and also will provide better efficiency through better communication with each other. The boilers will also handle domestic hot water for the kitchen and bathrooms which is especially important since this building serves as an emergency shelter for the town. Overall this is a fairly straightforward project that is expected to bring the efficiency to 95%.

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Mr. Eldridge reviewed the project plans, with the Committee members noting that the diagrams included the use of existing cavities and opportunities for exhaust and air, and also provided for a new expansion tank. Mr. Eldridge also reviewed the demolition plan and controls plan.

In response to a question by Mr. Orenstein, Mr. Gurnham agreed to put Mr. Eldridge in contact with ECG to review any possible energy savings that might be generated by the improved efficiency, that could be applied to the Performance Contracting Program.

Mr. Gurnham advised that the Board of Education projects recently added wording in the front end of their project specifications documents to include a specific allowed overhead and profit for the general contractor and their subs for both the base bid and change orders. He noted that Ms. Millman has the information and recommended that consideration be given to including this language in the Community Center boiler project documents.

7. Update for possible action GHS Turf Field. Mr. Maynard noted that KBA, the Town's Architect continues to oversee the repairs to the GHS Turf Field. Following their testing, they determined that the infield did not meet the depth required in the specifications. They have been negotiating to have the additional material added to the infield and the work will begin as soon as the weather allows. They are hopeful that the work will be completed next week since a couple days are projected to reach into the 50s. Once the material has been added the architect will oversee a re-test of the depth.

Mr. Gurnham noted that there have been two meetings regarding the main turf field to discuss concerns with this field and the need to begin to look at replacement. KBE is putting together a proposal and, based on the excellent job they are doing with the second turf field repairs, they would like to have this company prepare the study on the replacement of the original field. This is a complex project with many variables including the track. There is currently funding for design and engineering with a goal of work being completed during the summer of 2021.

10. Discuss for possible action HVAC Phase II upgrades at Baldwin Middle School. Mr. Eldridge noted that Silver/Petrucelli is pretty far along in the design of the HVAC Phase II upgrades at Baldwin Middle School. The majority of the work was done in Phase I so he anticipates that Phase II will move along smoothly. In Phase II they changed the design of the building system which provided a better quality system and result. Phase II involves primarily larger open areas so it will involve using fewer but larger units. One of the challenges is the need to cut into the side of the building to be able to gain access. They are recommending that they be proactive, and develop the cut into a permanent sealed opening so it will be easier to gain access in the future. Mr. Eldridge noted that he anticipates the design to be 90% complete by the end of December so they plan to return to the January meeting and request a Committee recommendation to move forward to go out to bid in February.

9. Discuss for possible action HVAC upgrades at Baldwin Middle School Phase I. Mr. Gurnham noted that he had received an update from the general contractor and all work will be completed this week and the electrician will be here the end of the week. The unknown factor is

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when Johnson Controls will be complete and have the building properly controlled. The chiller piping is done and the system will be complete, the system will be flushed and a pressure test conducted later in the week. There is the potential for start-up the following week but the full load test will need to be done in the spring. The total completion target date is three weeks.

In response to a question by Mr. Orenstein, Mr. Gurnham noted that there have been no issues with the work interfering with the school day since the area they are working in is relatively isolated.

Mr. Gurnham recommended that the Committee had placed approval for Change Order #5 for a credit for doors remain on hold. He noted that Sav-Mor had provided additional information on the material costs and also provided the original proposal from Builders Hardware. After further discussions Sav-Mor has agreed to provide a \$6450 credit for the circuit breaker for the chiller and for the installation and furnishing of the two rooftop penthouse doors. In addition, they will provide a \$3,000 credit for the masonry work in an effort to resolve this issue. The total change order would be \$9,450.00. Mr. Gurnham reviewed the change order history for this project noting that a total of \$130,000 has been approved and the project will now receive a \$9,450 credit. It was also noted that only \$38,000 of the change orders were project generated with the balance district generated.

After discussion, on motion made by Mr. Orenstein, and seconded by David DeMaio, the Committee voted unanimously to approve Change Order #5 from Sav-Mor for a \$9,450 credit for the chiller circuit breaker, the installation and furnishing of the two rooftop penthouse doors and for masonry work.

6. Discuss for possible action update on Performance Contracting. Mr. Gurnham reported that all items, with the exception of the controls, are at substantial completion. There continues to be five outstanding control items to resolve. He anticipates substantial completion of all items by the end of the year. It has been helpful that the weather has allowed them to test the load. He also commended the new technician provided by Johnson Controls who has been very responsive.

8. Discuss for possible action update on HVAC Upgrades at Melissa Jones School. Mr. Gurnham noted that the HVAC Upgrades at Melissa Jones School is now out to bid and the bid opening is scheduled for December 11th. Mr. Gurnham noted that he was able to verify that the specifications include guidelines for allowed overhead and profit for the general contractor and their subs for both the base bid and change orders.

11. Update on design of BOE offices at 595 New England Road. Mr. Gurnham noted a meeting is scheduled for December 12th with Silver/Petrucelli to review the preliminary plans for the windows and exterior work on the 595 New England Road office building renovations. He will have items for review for the SBC at their January meeting.

Mr. Gurnham and the Committee members discussed the idea of utilizing the services of a construction manager for this project. Mr. Gurnham felt that this might be a good way to manage this project since it

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currently is not fully funded so it might be preferable to break out the project into pieces and multiple phases and to do some of the work in-house. It was recommended that a guaranteed maximum price be requested if a contract manager is utilized and also possibly hire an owner's representative to oversee the project. An hourly rate should also be provided. The Committee members agreed to discuss this idea further at a future meeting as the project moves forward.

12. Review proposed capital bond projects for 2020. Mr. Gurnham reviewed the proposed 2020 projects for bonding which includes a total of four projects, totaling \$2,556,341, as follows:

- Baldwin Middle School HVAC Phase II which consists of the replacement and upgrades to the second half of the building's HVAC system at a project cost of \$584,804.
- Guilford Lakes School HVAC Upgrades which consists of the replacement and upgrades to the majority of the building's HVAC system at a project cost of \$1,570,621
- Guilford Lakes Elementary School Window and Door Upgrades which consists of the replacement and upgrades to the majority of the buildings doors and some older windows, upgrading locks throughout the school at a project cost of \$229,578.
- A & E for Future Projects at a project cost of \$171,666.

Mr. Orenstein recommended that the contingency amount for the projects be increased 5% for each project.

Following review, the Standing Building Committee members agreed that the 2020 bond request scope and costs are reasonable and in-line with the 10 Year Capital Plan.

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

14. Approval of bills. On motion made by James DeMaio, and seconded by David DeMaio, the Committee voted unanimously to approve payment of Application for Payment #5 from Sav-Mor for \$91,651.03 for 94% completion of contractor services for the Baldwin Middle School HVAC upgrades project.

On motion made by Mr. Orenstein, and seconded by James DeMaio, the Committee voted unanimously to approve payment of an invoice from Silver Petrucelli for \$22,455 for 45% completion of construction documents for the 495 New England Road building office renovation project.

On motion made by David DeMaio, and seconded by James DeMaio, the Committee voted unanimously to approve payment of an invoice from Hurt Rental for \$1,750 for the period August 19 – September 17, 2019 and for \$1,490 for the period September 17 – September 22, 2019 for rental of dehumidifying equipment for the Baldwin Middle School HVAC Upgrades project.

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On motion made by Mr. Orenstein, and seconded by James DeMaio, the Committee voted unanimously to approve payment of an invoice from Hurt Rental for \$2,240 for delivery and pick-up of air conditioning and dehumidifying equipment for the Baldwin Middle School HVAC Upgrades project.

On motion made by David DeMaio, and seconded by James DeMaio, the Committee voted unanimously to approve payment of outstanding invoices From Hurt Rental for air conditioning equipment rental for the Baldwin Middle School HVAC Upgrades project as follows:

Invoice #001 - \$23,774.00 for the period August 27 – September 26, 2019

Invoice #002 - \$ 6,166.00 for the period September 26 – October 3, 2019

Invoice #003 - \$ 1,169.00 for the period September 26 – October 3 for the 25 ton AC unit that was omitted from prior invoices.

On motion made by Mr. Orenstein, and seconded by James DeMaio, the Committee voted unanimously to approve payment of an invoice from Ark Document Solutions for \$234 for 6 users of the Project Manager program.

15. Old business. There were no items discussed under Old Business.

13. New business. On motion made by Mr. Orenstein, and seconded by David DeMaio, the Committee voted unanimously to approve the 2020 Standing Building Committee meeting schedule with meeting to be held the first Tuesday of the month at the Board of Education Central Office North as follows:

January 7

February 4

March 3

April 7

May 5

June 2

July 7

August 4

September 1

October 6

November 3

December 1

January 5, 2021

Mr. Gurnham noted that the Board of Education has recommended that a new Facilities Update Report be completed. The company that completed the original Facilities Report was contacted as well as SBS and Sightlines, which is a local company that has primarily conducted studies for colleges. Sightlines

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provided a proposal of \$23,788 to conduct a study of the 6 schools or \$29,785 to include GHS, which is now five years old, so would benefit from a facilities schedule. Including the high school would put the project over the \$25,000 threshold but they can still be selected since they have the State contract.

Mr. Gurnham noted that funds are available from future project bonding funds and the Board of Education is recommending that the study move forward.

The Committee members agreed they would like to receive additional information on projects completed by Sightlines and also asked Mr. Gurnham to check a few of their references and bring this back to the Committee for consideration for action at the January meeting.

David DeMaio agreed to attend the December 16th Board of Finance meeting to address any questions on the SBC minutes.

Mr. Orenstein advised the Committee members that, due to his current work commitments he is considering stepping down from the Committee. He recommended that selection of a new Committee Chairman be placed on the agenda for the January meeting.

David DeMaio requested that efforts be made to provide the Committee with plans, specifications and general conditions prior to a meeting when the Committee is being asked to take action on a project.

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

On motion made by Mr. Orenstein, and seconded by James DeMaio, the Committee voted unanimously to adjourn the meeting at 9:05 p.m.

Terry Holland-Buckley
Clerk