

Draft

Minutes of the regular meeting of the Standing Building Committee held on December 5, 2017

Present: Scott Orenstein, Chris Anderheggen, Jim Goodridge, Peter Rader, Shawn Acri

Also present: Cliff Gurnham, Director of Operations; Ted Sands, Board of Education; Greg Longo, BL Companies; Dave Leonard, John Coon, CWA

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

1. Approval of minutes of regular meeting of November 7, 2017. On motion made by Mr. Anderheggen, and seconded by Mr. Goodridge, the Committee voted unanimously to approve the minutes of the regular meeting of November 7, 2017 as submitted.

2. Public Comment. There were no items discussed under public comment.

3. Board of Finance report. Mr. Goodridge noted that Mr. Ayles was unable to attend the meeting but had submitted a number of questions for the Committee to address regarding issues that had been discussed at the November SBC meeting.

Mr. Ayles noted there was discussion about the Community Center roof replacement project. According to the new capital report the total project cost is \$165,000 but it was stated that additional funding may be needed. He questioned how much additional funding would be needed and he suggested that money would be reallocated within the existing bond.

Mr. Goodridge noted that the total cost is not yet known at this time but his understanding is that the plan is to add to this year's bond to cover any additional cost.

Mr. Ayles also questioned the schedule for replacement of the windows at Baldwin.

Mr. Gurnham noted that the Baldwin Middle School windows will be replaced next summer.

Mr. Ayles e mail also noted that he understood there was a presentation/discussion at the Board of Selectmen's meeting yesterday regarding the Energy Performance Contract. He questioned when there might be a presentation/discussion to the Board of Finance.

Mr. Gurnham noted that he will be providing an update on performance contracting under old business below.

Mr. Orenstein arrived at the meeting at 7:10 and took over as Chairman

4. Revisions to agenda as appropriate. No revisions to the agenda were necessary.

5. Discuss for possible action update on district-wide wiring upgrades. Mr. Gurnham noted that Mr. Mitchill is waiting for additional information so the bid package for the district-wide wiring upgrades

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is not complete. They hope to have the complete package available for the January SBC meeting and will also have a better estimate of the cost at that time.

6. Update on Community Center roof replacement project. Mr. Goodridge noted that the update on the Community Center roof replacement project is not ready for this meeting

7. Update on Baldwin Middle School Windows and Doors project. Mr. Gurnham noted receipt of a letter from J&G Glass Co. confirming that the removal of the egress window awning hinges and retrofitting them with continuous easement hinges will not compromise or void the window warranty or negatively affect the performance of the system. In addition the work would be covered under the standard warranty for the project. All rescue windows will get a double sided EGRESS sticker applied on the glass. They are also offering a \$25,000 credit for the error that was made of sending the incorrect windows. They will plan to order all future operable windows as brushed bronze color matching the window frames, not bone white.

Mr. Gurnham noted that the changes noted above will all be done at no cost to the Town. He noted that the windows are fully operational now and the egress windows will be code compliant. The white area of the window is barely visible. Since only the egress windows are white this could be another way that egress windows can be identifiable. Mr. Gurnham noted that he will be contacting the Fire Marshal for additional information on requirements for the egress windows located on the second floor so these windows are safe but also meet code. Both the principal and superintendent have indicated their approval of the white windows, however, the Board of Education has requested a \$30,000 rather than a \$25,000 credit for accepting this change.

The Committee members agreed that J & G Glass should be advised that a \$30,000 credit will need to be offered for the Town to accept their proposal to keep rather than replace the windows.

Mr. Gurnham also advised that the next set of operable windows that will be installed for this project are not egress windows so he recommends they be ordered in the color on the original specifications.

8. Update on Melissa Jones roof project. Mr. Gurnham noted that they had met with the State regarding the solar piece of the roof project and they had no major questions. They discussed using Johnson Controls under the State contract and are waiting to hear back from the State on whether this can be approved following the plan review.

Mr. Gurnham advised of a change order. He noted that the CWA scope did not include solar so the Town has asked for a proposal to include the Johnson Control drawings into the project and to review the condition of the lower sloped roof to insure its condition for placing solar equipment. CWA is proposing a cost of \$1,500 for this change order.

On motion made by Mr. Orenstein, and seconded by Mr. Goodridge, the Committee voted unanimously to approve a \$1,500 change order for CWA to amend their scope to include the Johnson Control

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drawings into the Melissa Jones roof project and to review the condition of the lower sloped roof to insure its condition for placing solar equipment.

Mr. Leonard reviewed the set of plans and the extent and location of the solar panels. The technical specifications are complete but he is still waiting for some information from Johnson Controls. He noted that he has no concerns regarding the warranty on the roof due to solar panels being installed. He noted that the specs provide for an allowance for deck replacement and a unit price for roof repair as needed. They also provide for removal of all gutters, soffit and gutter trim with any piece containing lead coated copper to be replaced with a non-lead base product. Mr. Leonard noted that this will add a significant cost to the project. The current gutters are in very good condition.

In response to a question by Mr. Orenstein, Mr. Gurnham noted that there is a Board of Education recommendation that lead coated copper areas be replaced.

Mr. Sands suggested that, after the impact of this item is known following receipt of the bids, the Board of Education be provided with the cost for this change for them to make a decision on whether the replacement is necessary and cost efficient.

Mr. Leonard requested input on a location for equipment either in the mechanical room or outside on the side of the building. Mr. Gurnham will work with Mr. Leonard on this item.

In response to a question, Mr. Leonard clarified that the bids will specify Johnson Controls as the designated sub-contractor.

Mr. Gurnham discussed a recommendation to consider use of a different type of shingle in the area of the roof without a major pitch where historically the snow tends to stick. The use of heat tape is another option.

Mr. Gurnham noted that the next step is the State plan review.

9. Update on Electrical Upgrades for Baldwin, Jones and Cox. Mr. Longo noted that the 75% complete set of drawings were distributed to the Committee members for review. The plans showed the existing panels and recommendation that the wiring between the main switch gears and the distribution panels be replaced. Work still needs to be completed to size the main distribution panel for the air conditioning.

There was discussion on the option to allow the contractor to quote to use MC flexible feeder cable above the ceilings where possible to reduce the number of conduit fee needs and to save some money. There was also discussion on a proposal to place the switch gear outside of the building.

Mr. Gurnham noted that action is being requested to recommend that the project go out to bid.

In discussion, Mr. Rader recommended that consideration be given to providing for the use of MC cable as an add/alternate or a deduct/alternate which could make the bids more competitive. The Committee

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members agreed that including the cable as a deduct/alternate would be the most effective at offering possible cost savings.

There was also a recommendation for a change in the plans to provide for the confirmation of the circuit breakers and for the breakers be marked as to location covered by each breaker using a diagram.

Mr. Longo reviewed Cox School noting a possible location for the switch gear on the wall outside. He noted that the panels in the mezzanine are in good shape and recommended the Committee consider requesting that the breakers be certified that they are the proper size and are in good condition.

Mr. Gurnham agreed to arrange for his electrician to meet with CWA regarding the breakers.

10. Chairman's report/Committee correspondence. Mr. Orenstein noted that he had no correspondence to report.

11. Take action on items as appropriate. There were no items discussed under #11.

12. Approval of bills. Upon a motion made by Mr. Rader, and seconded by Mr. Anderheggen the Committee voted unanimously to approve payment of an invoice from BL Companies for \$320.00 for design work for the HVAC Electrical Upgrades Project for Baldwin, Jones and Cox Schools.

Upon a motion made by Mr. Rader, and seconded by Mr. Anderheggen, the Committee voted unanimously to approve an invoice from CWA for \$3,625 for 75% completion of Contract Administration for the Melissa Jones Roof Replacement project.

13. Old business. Mr. Orenstein questioned if the Town Hall boiler replacement project should have come before the Standing Building Committee for review. He noted that it is his understanding that any project over \$10,000 is to receive SBC review. Mr. Gurnham noted that he is not aware of the project budget amount but it is his understanding that there will be a change over from oil to gas when the boilers are replaced.

Mr. Gurnham noted that, at the Selectmen's meeting on Monday, there was an announcement that the SBC is in need of new members.

Mr. Gurnham provided an update on performance contracting noting that the Board of Education had approved a recommendation that the Board of Selectmen move forward with this program. He noted that he had attended the Board of Selectmen's meeting on Monday with representatives from ECS and Johnson Controls to provide an update to the new Board of Selectmen. The plan now is to have the Board of Selectmen and Board of Finance vote on the project on December 18th. Mr. Gurnham noted that the RFP for the financing went out today.

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Mr. Gurnham noted that he had provided members with a draft flow chart for review, approval and administration of both Town and Board of Education projects. The members requested that the flow chart be sent to them again.

14. New business. Mr. Gurnham provided members with a copy of the Guilford Board of Education 10 Year Capital Plan which was received at the last BOE meeting. He noted that A & E, bond issue and contract administration costs are not included so an additional 16 – 19% would need to be added. He noted that the 2018 plan focused on Baldwin and Melissa Jones HVAC upgrades and A & E for future projects, and the summary sheet included all additional expenses and contingencies. Mr. Gurnham explained that the numbers were calculated with assistance from BL Company. Back-up with a description and justification on the specific proposed projects were also provided as a part of the package provided to the Committee members.

Following review, the Standing Building Committee members agreed the 2018 bond request scope and cost are reasonable and in line with the 10 Year Capital Plan.

On motion made by Mr. Goodridge, and seconded by Mr. Rader, the Committee voted unanimously to add to the agenda, approval of the Standing Building Committee 2018 meeting schedule

On motion made by Mr. Goodridge, and seconded by Mr. Rader, the Committee voted unanimously to approve the Standing Building Committee 2018 meeting schedule as follows:

7:00 p.m. at the Central Office North meeting room on the following dates:

January 2	July 10
February 6	August 7
March 6	September 4
April 3	October 2
May 1	November 6
June 5	December 4

15. 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