

Draft

Minutes of the regular meeting of the Standing Building Committee held on February 2, 2021

Present: David DeMaio, James DeMaio, Jeff Hedberg, Dan Lamberton, Peter Rader, Will Thompson, Adam Tulin, Michael Tyre

Also present: Cliff Gurnham, Director of Operations; Ted Sands, Board of Education; Mike Shove, Assistant Fire Chief, Fire Department; Clint Haverkamp, Fire Department

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

1. Approval of minutes of regular meeting of January 5, 2021. On motion made by Mr. Lamberton, and seconded by Mr. Tyre, the Committee voted unanimously to approve the minutes of the regular meeting of January 5, 2021 as submitted.
2. Public Comment. There was no one present for public comment.
3. Revisions to agenda as appropriate. On motion made by Mr. Rader, and seconded by Mr. Thompson, the Committee voted unanimously to add to the agenda Item 4.5, Review Cost Proposal for Four-Bay Vehicle Storage Garage at Guilford Fire Headquarters and review of proposal for Fire Department Training Facility.
4. Board of Finance report. David DeMaio noted that he had attended the January Board of Finance meeting and had provided clarification on a few comments regarding the January Standing Building Committee minutes. Most of the questions were regarding the inclusion of the Melissa Jones solar project in the roof project rather than the energy performance contract and it was explained that this change was made to be able to make this project eligible for 30% reimbursement.

4.5 Review Cost Proposal for 4-Bay Vehicle Storage Garage at Guilford Fire Headquarters and review proposal for Fire Department Training Facility. Assistant Fire Chief Shove noted that at the last Standing Building Committee meeting he had introduced the Joint Fire Department/Police Department Storage Facility Project. The plan is to include this project in the Town's capital bonding projects so there was a need to obtain an accurate figure to have available for the budget. The facility would be located at the current Police Department/Central Fire Department on Church Street. Following the Standing Building Committee meeting the Fire Department solicited proposals from the on-call list for Architectural and Engineering Service and Civil Engineering Service.

Assistant Chief Shove noted that Silver/Petrucci submitted a proposal for Architectural and Engineering Services for a New Pre-Engineered Fire/Police Vehicle Storage Garage. The proposal includes schematic design, agency approvals, construction documents, bid phase and construction for a new four bay, 6400 sf vehicle storage building with an interior mezzanine near or on the basketball courts. The space will be consistent with vehicle storage uses, including 4 bays 80' deep, trench drains, a unisex restroom, unit heaters and fire protection. The engineering systems scope of work will include new structural, HVAC,

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fire protection, plumbing and electrical systems. Basic systems include schematic design, agency approvals, construction documents, bid phase and construction administration for a fee of \$70,800.

Summer Hill Civil Engineers and Land Surveyors submitted a proposal for professional civil engineering associated with the planning phase for the proposed garage/storage building and associated improvements, for construction at the Town Public Safety complex. The scope of services includes researching information for the project, site land parcel, coordinating with the project Architect regarding the building and its layout on the site, preparation of conceptual drawings for the layout of the building and sit, coordination with the Town to excavate test pits and collect soil samples as required for a fee of \$1,500.

David DeMaio pointed out that the Town will have to arrange for an excavator to excavate the test pits. Assistant Chief Shove noted that they plan to ask the Public Works Department for assistance or will have to look to hire a private contractor.

Mr. Rader commented that he believes the proposed architect fee is very fair for the proposed work.

In response to a question by Mr. Rader regarding possible costs related to utility work, Assistant Chief Shove noted that the electrical service will come off of the existing utilities and be backed up by generator.

Mr. Rader suggested that the Planning and Zoning Commission be contacted to see if a stamped survey is needed with the site plan since this could have an impact on the price.

In response to a question by David DeMaio, Assistant Chief Shove noted that they believe one restroom with a small sewage system will need to be provided as per code.

After discussion, the members of the Standing Building Committee agreed that, following review of the proposals, the fee and scope from Silver Petrucelli for Architecture and Engineering Services for a new Fire/Police Vehicle Storage Garage and from Summer Hill Civil Engineers and Land Surveyors for Professional Civil Engineering Services for the Town of Guilford Public Safety Complex appear to be reasonable and appropriate and in-line for project of this size and type.

Assistant Chief Shove introduced another project for the capital budget, a training facility to be located in the rear of the headquarters in the parking lot on the side of the fire house. The facility would be self-contained for electrical and fuel. Initial estimates received from vendors are for a budget of between \$550,000 and \$650,000. Currently the New Haven facility or a portable trailer are used for training so if Guilford has its own facility there will be some savings in rental fees. The building is modular so the primary work that needs to be completed is site work. The modular structure has the benefit of being able to more easily make additions or changes as needed in the future. The proposed facility would be planned to meet ISO standards and could be utilized for Police Department training also.

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In response to a question by Mr. Thompson, Assistant Chief Shove noted that they might also have the ability to make the facility available for rent for other towns as a way to generate revenue. He agreed to put together a financial analysis that showed the pay off in savings generated for having a facility in town.

In response to a question by Mr. Thompson, Assistant Chief Shove noted that a savings for the Town would be generated since staff would be able to complete all of their 18 hours/year required training in Guilford which would save travel time and overtime. The facility would be able to provide training in many different areas including fire and search and rescue.

In response to a question by Mr. Tulin, Assistant Chief Shove noted that they had looked at other possible vendors but agreed that the engineering and design of the modular facility will fit best for the Fire Headquarters site.

Assistant Chief Shove will keep the Standing Building Committee updated on this project as it moves forward.

5. Discuss for possible action update on Cox Elementary School HVAC Upgrades project. Mr. Gurnham noted that work on the Cox School HVAC Upgrades project continues to move along. The engineer is working on the system design to determine what can be reused to save money, similar to the process for the Baldwin and Melissa Jones projects. Additional information should be available for the March Standing Building Committee meeting.

6. Discuss for possible action update on Guilford Lakes Elementary School HVAC Upgrades project. Mr. Gurnham noted that work on the Guilford Lakes Elementary School HVAC Upgrades project continues to move along. The engineer is working on the system design to determine what can be reused to save money, similar to the process for the Baldwin and Melissa Jones projects. Additional information should be available for the March Standing Building Committee meeting.

7. Discuss for possible action update on GHS Stadium Turf Field and Track. Mr. Gurnham noted that the plan is for the drawings and plans for this project to be provided to the Committee members before the March meeting for review and the Committee will be asked to act on this item at the March meeting. The timeline includes bids being received in April, and contingent upon a successful April referendum, construction will take place over the summer with a target of substantial completion in September.

8. Discuss for possible action update on Performance Contracting. Mr. Gurnham noted that JCI along with Sav-Mor is continuing to work for completion of the Baldwin Middle School project. This project is being coordinated with the work in the mezzanine. It is anticipated that the controls will be in place within the next couple of weeks..

9. Discuss for possible action update on HVAC Upgrades at Melissa Jones School. Mr. Gurnham noted that the work on the change order for the heat recovery system is in place and the plan is to start

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up the system later this week. Change Order #5 was revamped to provide the installation of insulation in specific sensitive areas for a total cost of \$3,078.92. The original estimate to insulate the entire area was \$13,254 so this is a substantial savings.

On motion made by Mr. Rader, and seconded by Mr. Thompson, the Committee voted unanimously to approve Change Order #5 for \$3,078.92 for labor and material to insulate portions of existing piping that condensates over specific sensitive equipment and areas as part of the HVAC Upgrades at Melissa Jones School project.

10. Discuss for possible action update on Melissa Jones Elementary School Partial Window and Door Replacement Project. Mr. Gurnham noted that the bids for the Melissa Jones School Partial Window and Door Replacement project are due February 9th and they hope to get a number of bids. Following the walk through, two addendums were sent out.

11. Discuss for possible action update on Melissa Jones Elevator Modernization and Upgrade Project. Mr. Gurnham noted that Committee members were provided with the project plans and specifications for consideration for action this evening to put this project out to bid.

In response to a question by Mr. Thompson, Mr. Gurnham noted that the project was designed to properly fit the specified area.

On motion made by Mr. Tyre, and seconded by James DeMaio, the Committee voted unanimously to approve the plans and specifications for the Melissa Jones Elevator Modernization and Upgrade Project and recommended that the project go out to bid.

12. Discuss for possible action update on HVAC Phase II Upgrades in Baldwin School. Mr. Gurnham reported that the air handlers are all running but there is still outstanding control work to get the system to run on its own. They have the ability to manually adjust the system as needed for now. The rental items will be picked up later this week. The goal is to have this project completed by the end of April.

13. Update on District Wide Interior Door and Lock Project. Mr. Gurnham noted that the hardware for Melissa Jones and Guilford Lakes Schools are expected later this week. The doors are expected to arrive on February 16th so the plan is to install the hardware and doors during the February break with the balance to be completed during the April break.

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

15. Approval of bills. On motion made by Mr. Rader and seconded by Mr. Lamberton, the Committee voted unanimously to approve Invoice #66CT09030431, dated October 29, 2020 from Arc for \$273.00 for 7 users. This bill had been missed when originally submitted.

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On motion made by James DeMaio, and seconded by Mr. Hedberg, the Committee voted unanimously to approve Invoice #66CT0902468, January 29, 2021 from Arc for \$117.00 for 3 users.

On motion made by Mr. Hedberg, and seconded by Mr. Tyre, the Committee voted unanimously to approve payment of Invoice #31840231-002 dated January 8, 2021, for \$8,390.00, from Herc Rental for rental of equipment including the generator and air conditioner and heater for the Baldwin Middle School HVAC project. This equipment will be picked-up by the end of the week so there will be no further bills.

On motion made by James DeMaio, and seconded by Mr. Thompson, the Committee voted unanimously to approve payment of Application for Payment #6, dated December 22, 2020, from Sav-Mor for \$91,050.99 for contractor services for the Baldwin Middle School HVAC Phase II Project.

On motion made by Mr. Hedberg, and seconded by David DeMaio, the Committee voted unanimously to approve payment of Application for Payment #7, dated January 20, 2021, from Sav-Mor for \$157,150 for contractor services for the Baldwin Middle School HVAC Phase II Project.

On motion made by Mr. Thompson, and seconded by Mr. Tyre, the Committee voted unanimously to approve payment of Invoice 20-2154 from Silver/Petrucci for \$1,403 for professional services for 90% completion of construction administration for the Baldwin Middle School HVAC Phase II Project.

On motion made by Mr. Thompson, and seconded by James DeMaio, the Committee voted unanimously to approve payment of Invoice 20-2614 from Silver/Petrucci for \$701.50 for professional services for 5% completion of construction administration for the Baldwin Middle School HVAC Phase II Project.

On motion made by Mr. Lamberton, and seconded by Mr. Hedberg, the Committee voted unanimously to approve payment of Invoice #21-137 from Silver/Petrucci for \$7,215.00 for professional services for 65% completion of schematic drawings for the Guilford Lakes HVAC Upgrades Project.

On motion made by Mr. Tyre, and seconded by Mr. Rader, the Committee voted unanimously to approve payment of Invoice 21-143 from Silver/Petrucci for \$4,444 for professional services for 40% completion of schematic design for the Cox School HVAC Upgrades Project

On motion made by Mr. Hedberg, and seconded by James DeMaio, the Committee voted unanimously to approve payment of Invoice 1094-1 from Millennium Builders for \$24,719.42 for hardware for Guilford Lakes School for the Interior Door and Lock Project.

On motion made by Mr. Lamberton, and seconded by Mr. Tulin, the Committee voted unanimously to approve payment of Invoice 1093-1 from Millennium Builders for \$18,245.42 for hardware for Melissa Jones School for the Interior Door and Lock Project.

On motion made by Mr. Rader, and seconded by Mr. Thompson, the Committee voted unanimously to approve payment of Invoice 977843055 from Antinozzi and Associates for \$2,268.75 for professional services for contract administration for the Melissa Jones HVAC Upgrades project.

On motion made by Mr. Tyre, and seconded by Mr. Thompson, the Committee voted unanimously to approve payment of Invoice #12100, Requisition for Payment #11, from Sav-Mor for \$10,084.32 for contractor services for the Melissa Jones Elementary School HVAC Upgrade Project.

16. Old business. There were no items discussed under old business.

17. New business. There were no items discussed under new business.

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

On motion made by Mr. Rader, and seconded by Mr. Thompson, the Committee voted unanimously to adjourn the meeting at 8:10 p.m.

Terry Holland-Buckley
Clerk