

Draft

Minutes of the regular meeting of the Standing Building Committee held on February 11, 2020

Present: David DeMaio, James DeMaio, Peter Rader, Adam Tulin

Also present: Cliff Gurnham, Director of Operations; Ted Sands, Board of Education; Ken Eldridge, Silver/Petrucelli

David DeMaio called the meeting to order at 6:30 p.m.

1. Approval of minutes of regular meeting of January 7, 2020. On motion made by Mr. Rader, and seconded by James DeMaio, the Committee voted unanimously to approve the minutes of the regular meeting of January 7, 2020 as submitted.
2. Public Comment. There was no one present for public comment.
3. Board of Finance report. There was no Board of Finance report.
4. Revisions to agenda as appropriate. Mr. Gurnham requested that Item 11.5 be added to the agenda as "Update on Design of Baldwin Middle School Kitchen Renovation".
5. Discuss for possible action update on Performance Contracting. Mr. Gurnham noted that the Performance Contracting projects are almost complete. The contractor is putting together a substantial completion list and on March 2nd at 1:00 there will be a meeting with ECG to review the status of the project. The new base project will be closed out as soon as the remaining punch list items are completed. Mr. Sands noted that he will plan to attend this meeting.

Mr. Gurnham noted that the scope for the solar projects at Melissa Jones and Baldwin Schools were split off from the original Performance Contracting base contract and a Phase II project has been created for these projects. The guarantees for the savings associated with the solar projects will be taken out of the base contract and associated with Phase II instead. The controls portion of this project will be a separate item. The completion date for this Phase of the project will be September, 2020.

In response to a question by Mr. Rader, Mr. Gurnham explained that the financing for Phase II will fall under the same umbrella as the base project. All of the pricing will be held.

6. Update for possible action GHS Stadium Turf Field and Track. Mr. Gurnham reported that a proposal was received from KBA, who had completed the design for the repairs to the new GHS Turf Field which had to be replaced shortly after completion due to some substantial issues that developed. That project is now complete and a proposal was solicited from KBA for the design for the renovation of the original GHS stadium field which is now 12 years old and due for renovation. This will be an approximately \$1.7 million joint Town and Board of Education project using bonded funds. Because of the projected project cost, Town Hall has requested that three proposals be obtained to meet the bidding requirements. Mr. Gurnham will be meeting with interested firms and will be bringing a recommendation to the Committee in April for selection of a contractor to provide design services for

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this project. The plan is for the design work to be completed this year with construction to take place the following year. The Superintendent of Schools has been in contact with the First Selectman regarding proposing this as a bonding project.

7. Discuss for possible action update on HVAC Upgrades at Melissa Jones School. Mr. Gurnham noted that Sav-Mor Cooling and Heating, the contractor for the HVAC Upgrades at Melissa Jones School, is ordering the equipment and configuring the sizes of the heat pumps. They have developed an installation plan so will be ready to move forward once the equipment is delivered. They plan to begin work before the end of the school year and their plan allows them to work without affecting any activity in the building. He will have an update on the equipment delivery date at the March meeting.

8. Discuss for possible action proposal for architectural and engineering services for Melissa Jones Elementary School Partial Window and Door Replacement Project. Mr. Gurnham noted that Silver/Petrucci had submitted a proposal for architectural and engineering services for the Melissa Jones Elementary School Partial Window and Door Replacement Project. They are proposing a fee of \$41,800 plus a printing allowance of \$500.00 which includes \$24,400 for CD, \$4500 for Bid Phase Services and \$14,900 for CA. This firm has done most of the District's window and door projects and has done a good job. He would prefer to stay with them because of their experience and knowledge of the Town, its school facilities and the security requirements. They are on the on-call list so can be selected. They conducted a walk-through of the school a couple of weeks ago. The project will be somewhat complex because there are 3 to 4 different style openings that they will have to plan around. The project will require some work with Fuss & O'Neill because a window that was previously tested during the Phase I project had tested positive for PCBs. Abatement was not done at that time since that window was not a part of that project but testing and abatement will be required as a part of this project. Fuss & O'Neill is putting together a proposal that will include re-testing of the window that had tested positive.

In response to a question by Mr. Rader, Mr. Gurnham noted that the project estimate is \$1.56 million so the Committee members agreed that the proposed fee from Silver/Petrucci was fair as a percentage of the project estimate.

After discussion, on motion made by Mr. Rader, and seconded by Mr. Tulin, the Committee voted unanimously to recommend that the contract for architectural and engineering services for Melissa Jones Elementary School Partial Window and Door Replacement Project be awarded to Silver/Petrucci for a fee of \$41,800 plus a printing allowance of \$500.00 .

9. Discuss for possible action HVAC Phase I Upgrades at Baldwin Middle School. Mr. Gurnham noted that the contractor continues to complete the graphics for the Baldwin Middle School HVAC Phase II Upgrades. After that work is completed they will need to conduct a start-up of the chiller which can't be done until the weather changes most likely in April. Trane will be involved in the start-up. The contractor will be asking for payment down to the retainage which will be held until the start-up is completed.

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10. Discuss for possible action HVAC Phase II upgrades at Baldwin Middle School. Mr. Gurnham noted that he had sent out the 98% complete contract documents to the Committee members. Mr. Eldridge expects the 100% complete documents by February 26. Mr. Gurnham agreed to re-send the 98% complete documents to the Committee members and will forward the 100% complete documents when they are finished. He asked Committee members to forward any questions to him after they have an opportunity to review the documents and he will forward questions to Silver/Petrucelli. He noted that this work cannot move forward until after the referendum since this project is one of the referendum questions. At the March SBC meeting, when the complete documents will be available, he will be asking for a recommendation from the Committee for the project to go out to bid.

Mr. Rader noted that, in past projects, Johnson Controls and some other contractors have been slow to close out projects. He questioned if a change could be made to the specifications for this and future projects, to provide more incentive for contractors to complete projects on time.

Mr. Eldridge commented that he does not know why it has taken so long for Johnson Controls to complete this project. Mr. Gurnham noted that, while Johnson Controls was moving quite slowly initially, they did respond when he approached them with concerns. It is possible that they were so tied up with the Energy Performance Contracting projects that they became backed up with the Baldwin project. When he advised them that he had some concerns regarding the technician who was working on this project, they did respond by assigning a new technician, who has been very responsive and attentive to the Baldwin project.

Mr. Gurnham commented that consideration could be given to holding back additional retainage funds to put additional pressure on a contractor to complete a project. This idea should be reviewed by the Town Attorney for input if the Committee would like to consider its implementation. Mr. Gurnham noted that another strategy would be to make it clear to contractors that award of future projects could be impacted by performance on the time schedule on previous projects.

The Committee members agreed they would like to discuss this idea further at the next meeting and consider this and other options to insure improved adherence of a contractor to the completion deadline for a project. The Clerk will add this item to the agenda for the March meeting.

Mr. Tulin agreed to reach out to purchasing agents in other towns to gain some input from them.

11. Update on design of BOE offices at 595 New England Road. Mr. Gurnham noted that he is looking into hiring another engineer to investigate options to get the price for the HVAC in the 595 New England Road building lower. The District continues to do any work possible in-house to prep the building for the project until funding is secured. They are also working through the process to get State approval for the project to move forward in such a way as to not jeopardize the State reimbursement percentage for the High School Project. He explained that it is important that no portion of this building be used for educational purposes since this would impact the reimbursement. The plan is for the Town to renovate the space and lease it to the Board of Education for offices. The other aspect of the project

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that is in the works is the process of getting DEP to sign off on the septic system since it is tied in with the High School project. Larry Marick is helping with writing up a case for DEP approval. In addition, he will be asking for input from the engineer on whether the District can move forward with installation of the sprinkler system in the attic to move forward with this aspect of the project.

11.a Update on Baldwin Middle School Kitchen Renovation. Mr. Gurnham noted that the Board of Selectmen had approved the hiring of Antinozzi Architects for the Baldwin Kitchen Renovation and there will be a kick-off meeting on Friday. This firm has a kitchen consultant in-house. The Scope of Work will be determined once they have an opportunity to review the site and gain input from staff.

12. Chairman's report/Committee correspondence. There were no Chairman's report/Committee correspondence for discussion.

13. Approval of bills. On motion made by Mr. Tulin, and seconded by James DeMaio, the Committee voted unanimously to approve payment of Application for Payment #7 from Sav-Mor for \$13,224.50 for 97% completion of contractor services for the Baldwin Middle School HVAC Phase I upgrades project.

On motion made by Mr. Rader, and seconded by Mr. Tulin, the Committee voted unanimously to approve payment of an invoice from Silver Petrucelli for \$15,114.00 for 80% completion of construction documents for the HVAC Phase II Upgrades at Baldwin Middle School.

On motion made by James DeMaio, and seconded by Mr. Rader, the Committee voted unanimously to approve payment of an invoice from Ark Document Solutions for \$273 for 7 users of the Project Manager program.

On motion made by James DeMaio, and seconded by Mr. Rader, the Committee voted unanimously to approve payment of three invoices from Nationwide Security Corp for installation of card readers as follows:

\$4,431.69 at Melissa Jones School  
\$6,361.59 at Guilford Lakes School  
\$4,377.79 at Baldwin Middle School

14. Old business. On motion made by Mr. Tulin, and seconded by James DeMaio, the Committee voted unanimously to add to the agenda, discuss for possible action a recommendation that the contract for the Board of Education 10 Year Facilities Study of 7 District schools be awarded to Sightlines for a fee of \$29,785.

Mr. Gurnham noted that at the December SBC meeting he had reported 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 provided a proposal of \$23,788 to conduct a study

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of the 6 schools or \$29,785 to include GHS, which is now five years old. 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. He had explained that funds are available from future project bonding funds and the Board of Education is recommending that the study move forward. At that meeting the Committee members had requested additional information on projects completed by Sightlines and also asked Mr. Gurnham to check a few of their references Mr. Gurnham reported that he had checked references with the Waterbury Public School and UConn and both give them very positive references for projects much larger than the proposed Guilford project. This is a very good price for a review of all 7 schools and the development of a new 10 year capital plan. They also will complete a data base for the heavier systems. Sightlines, which is located in Guilford, is excited to prove that they can do this work for their local community.

There was discussion regarding possibly including the Town in the Facilities Study and it was agreed that once the Board of Education Study has started, Mr. Gurnham should contact the Town Engineer and see if the Town would like to talk to Sightlines and possibly arrange for a separate contract for a Town Facilities Study.

On motion made by James DeMaio, and seconded by Mr. Tulin, the Committee voted unanimously to recommend that the contract for the Board of Education 10 Year Facilities Study of 7 District schools be awarded to Sightlines for a fee of \$29,785.

15. New business. David DeMaio noted that he had clarified with Mike Ayles, Chairman, Board of Finance that the SBC representative to the monthly Board of Finance meetings would be in attendance to provide answers to any questions on the SBC meeting minutes. The present member could not be expected to provide project updates. David DeMaio noted that he will plan to attend the March and April Board of Finance meetings to serve as the SBC representatives and after that a schedule will be created for the Committee members to rotate as the monthly representative to this Board.

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

On motion made by David DeMaio, and seconded by Mr. Tulin, the Committee voted unanimously to adjourn the meeting at 7:30 p.m.

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Terry Holland-Buckley  
Clerk