

Draft

Minutes of the regular meeting of the Standing Building Committee held on May 1, 2018

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

Also present: Cliff Gurnham, Director of Operations; Vincent Baglio, Board of Education; Mike Ayles, Board of Finance; Sean Merrick, Johnson Controls; Fred Bennett, Prospective SBC Member

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

1. Approval of minutes of regular meeting of April 3, 2018 and Special meetings of April 12 and 17, 2018. On motion made by Mr. Anderheggen, and seconded by Mr. DeMaio, the Committee voted unanimously to approve the minutes of the regular meeting of April 3, 2018 as submitted.

On motion made by Mr. DeMaio, and seconded by Mr. Anderheggen, the Committee voted unanimously to approve the minutes of the special meeting of April 12, 2018.

On motion made by Mr. DeMaio, and seconded by Mr. Anderheggen, the Committee voted unanimously to approve the minutes of the special meeting of April 17, 2018 as submitted.

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

3. Board of Finance report. Mr. Ayles did not have any questions for the Board of Finance.

4. Revisions to agenda as appropriate. Mr. Orenstein recommended that item #13, Discuss for possible action update on Performance Contracting, be moved to next on the agenda.

13. Discuss for possible action update on Performance Contracting. Mr. Merrick provided an update on Performance Contracting as follows:

- The pipe and valve insulation work is getting close to completion.
- The building management and engineering work at Cox and Adams is ongoing.
- The weatherization, lighting, attic and window work will begin next week
- They will begin to move into the solar professional development and mechanical portions of the contract.
- They have submitted a package for the window replacement at the Community Center and information as needed on how to obtain approval from the Historic District Commission.
- The structural engineer is currently in the design process for the solar work.

Mr. Gurnham noted that a meeting had been held with the contractor and Cox School principal to work out a schedule to allow the project to begin to move forward without interrupting the students. While

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some of the work takes place in the attic they also need access in the classrooms so a substantial amount of coordination is required.

Mr. Gurnham noted that the contractors are gearing up for the substantial amount of work that will occur over the summer months when school is not in session.

5. Update for possible action Town Hall Elevator and Fire Alarm Upgrades project. There was no update on the Town Hall Elevator and Fire Alarm Upgrades project.

6. Update for possible action Community Center Roof Replacement project. There was no update on the Town Hall Elevator and Fire Alarm Upgrades project.

7. Discuss for possible action update on the On-Call A & E bid. Mr. Gurnham provided members with a copy of the RFP for On-Call Architectural and Engineering Services. Changes recommended by Mr. Tulin were highlighted. Mr. Orenstein commented on a number of the recommended changes and recommended that Mr. Gurnham work with Pam Millman to consider recommended changes and finalize the RFP.

In discussion, the members agreed that a request should be made to any interested firms that the individual who would ultimately provide services to the Town be included in the interview process so the Committee has an opportunity to verify the quality of the team and to insure a good mix of services are available.

Mr. Gurnham commented that it will be important to review the future projects projected to be coming up in the next 3 – 4 years so the focus can be on architects and engineers with the skills needed to these upcoming projects. He also noted that having a list of on-call architects and engineers pre-vetted by the Standing Building Committee helps to expedite the process for the smaller projects. He also noted that the Town requests a quote from three firms for any one project so it is important to have an appropriate numbers of firms available on the list.

M. Ayles noted that the existence of the on-call list does not disqualify the Town from selecting a firm not included on the list for a specific project or to obtain a better price.

The Committee members agreed that firms should be asked to provide information on their hourly rates.

The Committee members agreed the Committee comments should be incorporated and any recommendations clarified by Ms. Millman so the RFP can be sent out for proposals to be available for the next SBC meeting or a special meeting as needed for proposals to be reviewed using a matrix.

Mr. Orenstein noted that the Town has the option to send the RFP out to any contractor as a courtesy so he asked members to advise him if there are any contractors they would recommend receive the RFP.

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8. Discuss for possible action update on district-wide wiring upgrades. Mr. Gurnham noted that the installation of the wiring is moving forward primarily with workers on a second shift. They will be able to move quicker once school is not in session. The schedule calls for the work to be completed by early summer.

9. Update on Baldwin Middle School Windows and Doors project. Mr. Gurnham noted that all of the egress windows have been replaced with the side hinges installed. The contractor has completed all field-measuring work and will begin the construction work the week after school is completed. They are currently working to pre-fab as much as possible. The contractor has been directed to work toward a completion date of August 17 since this is when some of the teachers begin to move back into their classrooms. Mr. Gurnham noted that Mr. Jorgenson from Silver/Petrucci will plan to attend the June SBC meeting to provide an update.

10. Update on Melissa Jones roof project. Mr. Gurnham provided members with the bid summary for Bid #7-1718 Partial Roof Replacement and PV Installation Melissa Jones School. He noted that, of the 5 respondents, two were disqualified and one did not receive good feedback. The low bidder for the base bid was Young Developers at \$765,310 followed by Silktown at \$838,000. Alternate #1, which would leave the existing gutters in place, would be a decrease of \$65,882 for Young and \$178,000 for Silktown. If alternate #1 is accepted Silktown would be the low bidder at \$660,000 over Young at \$699,528. Mr. Gurnham noted that the low bid is within the budget. He also noted that Silktown has completed work for the Town and has had a good working relationship.

Mr. Gurnham explained the background of concerns expressed regarding lead coated copper gutters. The Committee members suggested that the Board of Education be advised that the replacement would be a \$178,000 cost and due to the cost the SBC agreed to accept Alternate #1 which would leave the existing gutters in place. The contractor will be required by contract to protect the gutters.

Mr. DeMaio advised of a product that can be applied to coat the gutters as an alternative.

After discussion, on motion made by Mr. Orenstein, and seconded by Mr. Rader, the Committee voted unanimously to recommend to the Board of Selectmen that Bid #7-1718 Partial Roof Replacement and PV Installation Melissa Jones School be awarded to Silktown Roofing for \$660,000 after accepting Alternate #1.

11. Discuss for possible action update on HVAC Upgrades at Baldwin and Jones School. Mr. Gurnham noted that he planned to have additional information and an update on the HVAC Upgrades and Baldwin and Jones School project available for the June meeting.

12. Discuss for possible action update on Electrical Upgrades at Baldwin and Cox Schools. Mr. Gurnham noted that the signed contract with AM Electric has been received and he is expecting to have a project schedule available for the June SBC meeting. The contractor will be responsible for a substantial amount of coordination that will be necessary to complete this job on schedule.

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14. Chairman's report/Committee correspondence. Mr. Orenstein advised the Mr. Goodridge has resigned from the Committee. He commented that he is very sorry to see him leave and thanked him for his six years of service to the Committee.

Mr. Orenstein noted that Pam Millman had advised the Committee to not include additional language in the contract regarding prevailing wage responsibility since this it is the responsibility of the contractor to understand the requirements and read the contract before it is signed.

15. Take action on items as appropriate. There were no items discussed under #15.

16. Approval of bills. On motion made by Mr. Anderheggen, and seconded by Mr. Rader the Committee voted unanimously to approve a bill from Terry Holland-Buckley for two regular meetings and two special meetings in March and April, 2018.

On motion made by Mr. Rader, and seconded by Mr. Anderheggen, the Committee voted unanimously to approve a bill from BL Architects for \$604.22 for 10% completion of Contract Administration and for reproduction of plans for the Baldwin Middle School Windows and Doors project.

On motion made by Mr. Orenstein, and seconded by Mr. DeMaio, the Committee voted to approve a bill from CWA Architects for \$6,312.50 for 81% completion of plans for the photo voltaic system for the Melissa Jones School Roof project. Mr. Orenstein, Mr. Anderheggen, Mr. DeMaio, and Mr. Tulin voted in favor of the motion and Mr. Rader abstained.

On motion made by Mr. Anderheggen, and seconded by Mr. DeMaio, the Committee voted unanimously to approve three older bills from BL Company for \$390.00, dated October 1, 2016, for 10% completion of Contract Administration, \$460.00, dated November 1, 2016 for 5% completion of Contract Administration and for \$460.00, dated December 1, 2017 for 5% completion of Contract Administration for the Baldwin Middle School Windows and Doors project.

On motion made by Mr. Rader, and seconded by Mr. Orenstein, the Committee voted unanimously to approve a bill from BL Company for \$546.12 for reimbursement for reproduction of plans for the Baldwin Middle School Windows and Doors project.

17. Old business. Mr. Gurnham noted that they are waiting for receipt of the Purchase Order for the purchase of the clock system. He will have an update on the camera system at the next meeting.

18. New business. There were not items discussed under new business.

19. Executive session as needed. There were no items for discussion in executive session.

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

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Terry Holland-Buckley  
Clerk