

DRAFT

Minutes of the regular meeting of the Standing Building Committee held on May 2, 2017

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

Also present: Cliff Gurnham, Director of Operations; Mike Ayles, Board of Finance; Ted Sands, Board of Education

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

1. Approval of minutes of regular meeting of April 4, 2017. On motion made by Mr. Anderheggen, and seconded by Mr. Rader, the Committee voted unanimously to approve the minutes of the regular meeting of April 4, 2017 as submitted.

2. Public Comment. There was no one present for public comment.

3. Board of Finance report. Mr. Ayles requested clarification for an item discussed in the minutes of the March 23rd special meeting. It was noted that the Building Committee recommended the contract be awarded to CWA, who was not on the On-Call list, even though firms that were listed on the On-Call list had submitted a proposal. Mr. Gurnham noted that he had requested a quote from CWA since they have successfully completed other work for the Town. He noted that the On-Call Request for Proposal specifications did not require the Town to select a firm from the On-Call list. He noted that if a project is under \$25,000, a selection can be made from any firm whose selection for services is believed to be in the best interest of the Town.

Mr. Orenstein commented that he also had some questions regarding using a firm that was not included on the On-Call list but he had been assured that since this project was under a specific dollar amount, any firm could be selected. The Committee was advised that CWA had a good record with working for the Town.

Because of questions raised, Mr. Gurnham agreed to confirm his understanding of the policy with Town Counsel.

Mr. Anderheggen requested a copy of the RFP document for On-Call Architects.

Mr. Ayles noted that a question was raised regarding the award of the bid for Baldwin Middle School to Orlando Annuli, however, an explanation was provided. Mr. Gurnham clarified that the low bidder had excluded all brick work in his bid but brick work was supposed to only be excluded in the area of the expansion joints. Because of this omission, it was recommended that the bid be awarded to the next low bidder which was Orlando Annuli.

2-Minutes of the regular meeting of the Standing Building Committee held on May 2, 2017

4. Revisions to agenda as appropriate. There were no revisions necessary.

5. Update on Baldwin Middle School Windows and Doors project. Mr. Gurnham reported that Orlando Annuli has completed the necessary field verification work and is sending submittals to Silver Petrucelli. They are confident they will be able to continue to work within the specified timeline. They plan to order supplies in the next two weeks and are confident they will be able to complete the windows specified for Phase 1. There is concern there could be a possible issue with the doors, which will take longer to receive. They plan to hold off on the demolition work in the area of the doors in case there is an issue with receiving the materials. If they do not receive these materials with adequate time to complete the work, they will not do any demolition work in these areas and this part of the project will be held off for completion during the summer of 2018. Mr. Gurnham noted that the contractor would like to begin work the day after school ends, however, they are trying to have them wait until the following Monday to give teachers and staff time to move their items away from the windows.

6. Update on Melissa Jones roof project. Mr. Gurnham noted that there was a kick-off meeting yesterday with the CWA team that included a review of the timetable and schedule. There will be an item on the Board of Education meeting for Monday May 8th to act on the Educational specifications for the roof replacement at the Melissa Jones School including the filing of the SCG-049 and submission of the project to the Board of Selectmen. There will be another item on the agenda to act on approval of the Melissa Jones Elementary School roof specifications and plans for local review and the SCG-042 application process. The Board of Selectmen will be asked to act on these two items at their next meeting also and, in addition, will be asked to take action to appoint the Standing Building Committee as the Building Committee for the project.

CWA was asked to review options for the roof and come back with an estimate for three options including:

- replace the roof with asphalt singles
- upgrade with a synthetic slate
- use of a metal roof

Mr. Gurnham noted that CWA was also asked to look at solar options, as an alternate, as a part of Performance Contracting . In addition, there was discussion about gutters with a request for options for lead-coated copper gutters. There will be further discussion on these items at the June Standing Building Committee meeting.

In response to a question by Mr. Rader, regarding use of a standing seam to accommodate solar, Mr. Gurnham noted that he will request that CWA coordinate with Johnson Controls on specifics that should be included in the roof to accommodate any solar recommendations.

3-Minutes of the regular meeting of the Standing Building Committee held on May 2, 2017

7. Update on HVAC in Baldwin and Jones. Mr. Gurnham noted that item #7 and #8 can be covered together. He noted the BL had some questions regarding the contract so he will be discussing these questions with Town Counsel.
8. Update on Electrical Upgrades for Baldwin, Jones and Cox. Updated in item #7 above.
9. Update on Performance Contracting. Mr. Gurnham noted that special meetings for a presentation on Performance Contracting have been scheduled for May 10th and 11th at 7:00 at the Guilford High School Library. He noted that more of the consultants working on the project are available on May 10th so he recommends SBC members attend this date if possible.

Mr. Gurnham noted that there has been discussion about hiring an outside consultant to review some of the solar numbers and to see if it makes sense to do the solar work separately.

Mr. Gurnham reported that the Athletic Director advised him that the lights on the old turf field, that were recently replaced, are working very well. He noted that vision is good even during rainy and/or cloudy conditions.

10. Chairman's report/Committee correspondence. There were no items discussed under Chairman's report/Committee correspondence.
11. Take action on items as appropriate. There were no items discussed under #12.
12. Approval of bills. On motion made by Mr. Rader, and seconded by Mr. Anderheggen, the Committee voted unanimously to approve payment of an invoice from Silver Petrucelli for \$460.00 for 5% completion of the contract administration for the Baldwin Middle School Windows and Doors project

Upon a motion made by Mr. Rader, and seconded by Mr. Anderheggen, the Committee voted unanimously to approve payment of an invoice from Terry Holland-Buckley for \$272.00 for 16 hours of secretarial service for two meetings in March and one meeting in April.

13. Old business. The Committee discussed concerns that there was no update available on the request of the Parks and Recreation Department for approval of specifications and plans for the Community Center roof replacement project. The matter was presented last meeting with some urgency but the Committee did not believe the construction documents were sufficient to approve for bidding. Thus, the Committee did not approve the documents. The Committee did, however, offer to hold a special meeting once the documents were ready so that the approval did not have to wait for the next meeting. Nonetheless, the Committee has received no further information regarding this project.

Long term members of the Committee have observed that the procedures for school buildings and town buildings are different but the procedures should be the same. The Committee's obligations are no different for the Board of Education and the Town. Yet, on school projects we receive an annual capital budget; we discuss proposed projects well advance of a design being prepared; we are involved with the

selection of the design team; we are involved during the design process; we approve the construction documents; we recommend award to the lowest responsible bidder; we monitor the construction; we approve change orders and applications for payment; and we recognize when projects are substantially complete. On the town side, if we are involved with a project at all, it is only because it is brought to our attention at some point during the design or construction process.

The Committee's involvement with town buildings should be the same as it is with school buildings. The Committee should continue this discussion in order to achieve this goal.

14. **New business.** Mr. Gurnham noted that he is obtaining proposals for a new walk-in freezer for Melissa Jones School. They currently have a three door, a two door and one door reach-in unit. The three door unit has failed and it is agreed that a better option would be to purchase a walk-in freezer and place it on the loading dock. There is no air conditioning in the kitchen and this is contributing to the fact that the freezers are not lasting especially long. He noted that the condensing unit will be mounted on the roof to address the heat situation and it will draw off of the boiler room panels. Mr. Gurnham

4-Minutes of the regular meeting of the Standing Building Committee held on May 2, 2017

also noted that moving the freezer onto the loading dock will provide more room in the kitchen. Mr. Gurnham noted that he is currently reviewing the proposals for this item. There is approximately \$16,000 available in the bond for the replacement of kitchen equipment. The timeline is to obtain SBC approval in June so the unit can be installed in July to be available to obtain food for the start of school.

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

On motion made by Mr. Anderheggen, and seconded by Mr. Goodridge, the Committee voted unanimously to adjourn the meeting at 8:20 p.m.

Terry Holland-Buckley
Clerk