

DRAFT

Minutes of the regular meeting of the Standing Building Committee held on August 3, 2021

Present: David DeMaio, James DeMaio, Daniel Lamberton Peter Rader, Will Thompson, Adam Tulin, Michael Tyre

Also present: Cliff Gurnham, Director of Operations; Ted Sands, Board of Education; Robert Banning, Silver Petrucelli

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

1. Approval of minutes of regular meeting of July 6, 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 July 6, 2021 as submitted.
2. Public Comment. There was no one present for public comment.
3. Revisions to agenda as appropriate. There were no revisions to the agenda necessary.
4. Board of Finance report. David DeMaio noted that he had attended the July Board of Finance meeting and the Board members had some discussion regarding the idea of contracting for Project Commissioning for the HVAC projects. He explained the benefit of having a third-party inspection to provide a thorough vetting and inspection especially for the more complex and detailed projects.
5. Discuss for possible action update on Cox Elementary School HVAC Upgrades project. Mr. Gurnham noted that discussion on the Cox Elementary School HVAC Upgrades project will take place at the end of the meeting in Executive Session since it involves negotiations with the contractor.
6. Discuss for possible action update on Guilford Lakes Elementary School HVC Upgrades project. Mr. Gurnham noted that the contractor is starting demolition and preparation work this week in the most remote parts of the building. Because they are working in a tight space they need to work from the back to the front. The equipment is scheduled to arrive on August 16th and the goal is to install the 19 units and have them operating prior to the start of school. There are concerns about whether Johnson Controls can get their portion of the work fully operational but they are confident that they will be able to push fresh air through the system. The target full completion date is mid-January and the contractor has committed to switch to second shift when school starts in September to stay on schedule and be able to meet the completion date.
7. Update for possible action update on GHS Stadium Turf Field and Track. Mr. Gurnham noted that a construction meeting is scheduled for tomorrow but the project has been moving along very nicely. They are currently working on the retaining wall in front of the bleachers, have installed the netting sleeves, and installed bases for the field goal post uprights. They had a local contractor cut back the brush on the south side last week while the fence was out of the way. The Board of Education has purchased a new 30' x 16' shed for the Athletic Department, which will be installed on the right side of

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the press box on a stone pad and will be used to store their track and field equipment. Mr. Gurnham noted that the contractor for the GHS Stadium Turf Field and Track project will be submitting a number of change orders primarily due to hitting rock ledge when installing the goal posts and the retaining wall. They will also be providing some credits. The project continues to be on schedule for completion in mid-October.

Mr. Gurnham advised the Committee that the Board of Education will be submitting a purchase order for \$2,000 to Tri State Material Testing for testing of the concrete utilized in the project.

8. Discuss for possible action update on Performance Contracting. Mr. Gurnham noted that they are working with the First Selectman's Office on closing out the Performance Contracting to include credits for the Baldwin Middle School solar removed from Phase 1. The plan is to move this portion of the roof design into Phase 2 with the z-rec and State grant funds moving forward with the project. A design proposal for Phase 2 for schematic design through Construction Administration was sent out to all on-call vendors and one additional vendor who has provided service in the past. The information obtained from the roof design will provide the Town with more accurate cost estimates to be able to provide the Town with a more accurate figure for construction. If the number is too high some modifications might need to be made to the scope that could include excluding the section of the roof not impacted by the solar. Two proposals were received with the low proposal from Hibbard Rosa for \$16,000. The second quote was for \$21,800. Hibbard Rosa was utilized for a project in the past and had a good performance so he is recommending that their proposal be accepted.

In response to a question by Mr. Rader, Mr. Gurnham noted that they had conducted a scope review and the contractor understands the scope and does not see any problems.

In response to a question by Mr. Rader, Mr. Gurnham noted that the timeline includes doing the design work now, and then going to the State near the start of the new year with the work to be completed in summer, 2022. He noted that the z-rec expires after July, 2022 so it is important that the project remain available for this funding.

In response to a question by Mr. Thompson, Mr. Gurnham noted that there are no pitch problems with the roof and he does not anticipate any problems with drainage. A scan was conducted on the roof approximately 6 months ago and there were no moisture or water problems detected.

On motion made by Mr. Rader, and seconded by Mr. Lamberton, the Committee voted unanimously to recommend that the design proposal for schematic design through Construction Administration for Phase 2 of the Baldwin Middle School roof project from Hibbard and Rosa be accepted for a price of \$16,000 as the low quote.

9. Discuss for possible action update on Lakes and Cox Boiler replacement project. Mr. Gurnham noted that both the Lakes and Cox Boiler replacement projects are moving along with the two engineers

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working quickly to turn around submittals. The plan is to get the orders for equipment in as soon as possible.

10. Discuss for possible action update on Melissa Jones Elementary School Partial Window and Door Replacement Project. Mr. Gurnham noted that the Melissa Jones Partial Window and Door Replacement Project is moving along. All of the windows have been removed and a walk through was conducted. The abatement work is completed and an invoice has been received from Fuss & O'Neil for monitoring and testing. Some of the supplies will be arriving tomorrow. There are currently no issues or concerns and no reports of leaks. The project is moving along smoothly and on schedule.

11. Discuss for possible action update on Melissa Jones Elevator Modernization and Upgrade Project. Mr. Gurnham noted that the equipment for the Melissa Jones Elevator Modernization and Upgrade Project has been ordered and the contractor does not plan to begin work on the project until they have a delivery date for the equipment. Delivery is expected mid-October with completion in December.

12. Discuss for possible action update on HVAC Phase II Upgrades in Baldwin School. Mr. Gurnham noted that the Committee has been waiting to receive a revised change order for the installation of the ERV as a part of the Baldwin Middle School Phase II HVAC Upgrade project. Earlier this evening he received the new Change Order #5 for \$43,000, which would include removing the old equipment and installing the new equipment in the same location, but he has not had time to conduct a review of this proposal. This figure is higher than the original Change Order of \$28,600 to mount the ERV on a base in a new location.

Mr. Gurnham recommended that the Committee needs to consider either moving forward with the original Change Order #4 for \$28,600 or accept the new Change Order #5 for \$43,000. They could also consider asking Mr. Banning and the contractor to meet and see if there are any other options or locations that would be practical. The goal is to have the equipment in place by the start of school so it is important that a decision is made soon.

After discussion, on motion made by David DeMaio, and seconded by Mr. Thompson, the Committee voted unanimously to approve Change Order #4 from Sav Mor for \$28,621.69 to mount ERV equipment in a new location as a part of the HVAC Baldwin Middle School HVAC Upgrades Project with the understanding that Mr. Gurnham and Mr. Banning will meet with the contractor to discuss any other possible solutions to the existing ERV mounting issue that could be accomplished for an amount not to exceed \$28,621 and if a new change order is developed it will be provided to the Committee for consideration at a special meeting.

Mr. Gurnham advised of an ongoing issue with the lack of air flow in air handlers #5 and #6 when trying to provide adequate cooling during a period of warm weather this spring. It is possible that there is an issue with balancing so the company that provided the air handler balancing is coming back on August 9th to balance and provide a report since they are unable to find their original report. They have reports

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for air handlers # 1 – 4 so it is possible that #5 and #6 were missed and just need balancing. This work will be done at their cost. If the report shows the units are not balanced, this can be corrected to provide sufficient CFM to provide adequate air flow for cooling. In the worst-case situation, the engineer will have to be contacted to determine if there is a problem with the design. He will have more information available next week.

13. Update on District Wide Interior Door and Lock Project. Mr. Gurnham noted that the doors for Baldwin Middle School have been ordered and are expected to be delivered October 5th and the locks are expected to be delivered on September 3rd. For Cox School the doors are expected to be delivered October 27th, the frames on August 30h, and the locks on September 10th. The installation for Cox School will be completed by a contractor and the Baldwin installation will be done by Board of Education staff.

14. Discussion and possible action on Project Commissioning. In response to a request by the Committee, Mr. Gurnham provided four proposals for Project Commissioning for the Melissa Jones and Baldwin HVAC Upgrades projects as follows:

Consulting Engineering Services

Melissa Jones	\$15,440
Baldwin Middle School	\$25,440

Colliers

Melissa Jones	\$17,620
Baldwin Middle School	\$21,610

In response to a question by David DeMaio, Mr. Gurnham noted that he would recommend that one project be given to each of the venders rather than requesting a discount for one company to do both projects. The Committee members agreed it would be beneficial to award each firm one project since each was the low bidder on one school. Mr. Gurnham commented that he believes it would be beneficial to have a couple Commissioning firms on the on-call list when it is up for renewal. He agreed to look into when this list is due for updating.

After discussion, on motion made by David DeMaio, and seconded by Mr. Lamberton, the Committee voted unanimously to recommend that the proposal for professional commissioning services for the HVAC systems renovation for Melissa Jones School be awarded to Consulting Engineering Services for \$15,440.

On motion made by David DeMaio, and seconded by Mr. Tulin, the Committee voted to recommend that the proposal for professional commissioning services for the HVAC systems renovation for Baldwin Middle School be awarded to Colliers for \$21,610. David DeMaio, James DeMaio, Mr. Lamberton,

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Mr. Thompson, and Mr. Tyre voted in favor of the motion and Mr. Rader abstained.

15. Discuss for possible action project completion dates and how to enforce compliance. David DeMaio recommended that discussion project completion dates and how to enforce compliance be delayed until the September meeting.

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

17. Approval of bills. On motion made by Mr. Lamberton, and seconded by James DeMaio, the Committee voted unanimously to approve payment of Application for Payment No. 2 from H.I. Stone & Son for \$208,069.00 for 19% completion of contractor services for the Guilford High School Synthetic Turf & Track Replacement project.

On motion made by Mr. Rader, and seconded by Mr. Lamberton, the Committee voted unanimously to approve payment of Invoice No. 18012.02-6 from Kaestle Boos Associates for \$3,450.47 for 30% completion of Construction Phase Services for the Guilford High School Synthetic Turf Field project.

On motion made by Mr. Lamberton, and seconded by Mr. Rader, the Committee voted unanimously to approve payment of Invoice #21-1338 from Silver/Petrucci for \$550.00 for 10% completion of Construction Administration services for the Melissa Jones Elevator Modernization and Upgrade project.

On motion made by Mr. Rader, and seconded by Mr. Lamberton, the Committee voted unanimously to approve payment of Invoice #21-1421 from Silver/Petrucci for \$2,980.00 for 20% completion of Construction Administration for the Melissa Jones Partial Window and Door Replacement Project.

On motion made by Mr. Lamberton, and seconded by Mr. Tyre, the Committee voted unanimously to approve payment of Invoice #0233475 from Fuss & O'Neill for \$6,757.75 for 100% completion of Pre-Construction meeting, 100% completion of Contractor Submittal Review, 100% completion of No Occupancy Letter, 36 samples for Laboratory Analysis, six days of Project Monitoring, 6.25 hours for Professional Personnel, and 25% completion of Equipment/Resource Allowance for the Melissa Jones Partial Window and Door Replacement Project.

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

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

20. Executive session as needed. On motion made by Mr. Thompson, and seconded by Mr. Tyre, the Committee voted unanimously to adjourn to Executive Session at 8:09 p.m. to discuss negotiations

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regarding the Cox Elementary School HVAC Upgrades project and to invite Cliff Gurnham, Ted Sands and Robert Banning to attend.

The Committee discussed negotiations regarding the Cox Elementary School HVAC Upgrades project. No motions were made. No action was taken.

On motion made by Mr. Lamberton, and seconded by Mr. Tyre, the Committee voted unanimously to adjourn to open session at 8:40 p.m.

5 Discuss for possible action update on Cox Elementary School HVAC Upgrades project. David DeMaio noted that at the June SBC meeting the Committee had recommended Bid #13-2021 – A. W. Cox Elementary School HVAC Upgrades be awarded to Sav-Mor Cooling & Heating, Inc. as the low bidder. There had been a discussion on the schedule and some concern was expressed regarding lead time for equipment. Sav-Mor had indicated that that the project would run over into the start of school and had made a commitment to work second shift at no extra cost once school opens. At the July SBC meeting the Committee was advised that, although there is not a signed contract in place, Sav Mor had submitted a change order to request a delay of the completion date for 180 days.

After consideration, the Committee members agree it would be in the Town's best interest to not grant this extension, and to recommend that all bids received for Bid #13-2021 be rejected with the intention to re-bid at a later date.

There being no further business David DeMaio adjourned the meeting at 8:45 p.m.

Terry Holland-Buckley
Clerk