

Draft

Minutes of the regular meeting of the Standing Building Committee held on September 8, 2020

Present: David DeMaio, James DeMaio, Peter Rader, Will Thompson, Michael Tyre

Also present: Cliff Gurnham, Director of Operations; Ted Sands, Board of Education; Mike Ott, Summer Hill Civil Engineers and Land Surveyors ; Mark Sahm, ECG; Paul Lisi, Graham Curtis, Antinozzi and Associates; Luke McCoy, KBA; Ken Eldridge, Mike Mzoto, Silver Petrucelli

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

1. Approval of minutes of special meeting of July 21, 2020, Regular meeting of August 11, 2020 and special meeting of August 20, 2020. On motion made by Mr. Tyre, and seconded by Mr. Thompson, the Committee voted unanimously to approve the minutes of the special meeting of July 21, 2020, Regular meeting of August 11, 2020, and special meeting of August 20, 2020 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. There was no Board of Finance report.
5. Discuss for possible action plans for Pickleball Courts at Bittner Park. Mr. Ott provided background information on the proposed Pickleball Courts at Bittner Park. He noted that he had been hired to design the reconstruction of the Adams Middle School tennis courts utilizing post tension concrete. A study of the soil in the areas showed the existence of 6" of organic soil so it was concluded that post tension concrete was too heavy for this location. In looking for other options it was determined that a post tension concrete, 150 x 64 rectangular court could be built at the north end of the skate park at Bittner Park. He has designed a four court facility at this location and showed the Committee members the permit drawings for this new facility. The design fits nicely topographically with the exception of one corner that will require some fill. The courts will be surrounded by a black chain link fence. Mr. Ott noted that one section of the new disc golf court trail will have to be relocated since it will be disrupted by the courts.

In response to a question by Mr. DeMaio, Mr. Ott noted that he has not yet completed the construction drawings.

Following review the Committee members agreed they did not have any concerns related to the project and design as presented and requested that Mr. Ott come back to the Committee with the final plans for bid once they are completed.

2-Minutes of the regular meeting of the Standing Building Committee held on September 8, 2020

6. Update for possible action GHS Stadium Turf Field and Track. Luke McCoy, KBA, noted that the GHS stadium field and track are close to the end of their lifetime. He showed pictures of multiple cracks on the track where patching has had to be done. They have also had to do patch work on the asphalt area where there has been some splitting and wear. The turf is also worn in some areas, especially in the center of the field where it was in such poor condition that it had to be patched. The line markings are also worn. Outside of the track there is erosion and some broken areas on the edge of the paving. The safety netting poles are also leaning.

Mr. McCoy reviewed proposed facility improvements including:

- Milling and repairing the track and covering the track with a new running surface
- Repaving of the pole vault, high jump and long jump areas
- Removal of the turf, grading of the surface and adding in-fill where needed before installing a new surface
- Repairing the eroded areas outside of the track, cleaning the trench, repairing the slot drain, paving the area between the track and fence, and repaving the walkway to the press building
- Upgrading of the sound system and including the ability to watch games live

Mr. McCoy reviewed the estimate costs for the repairs and improvements based on the type of infill selected to be utilized as follows:

- Option A – recycled rubber with acrylic coating - \$1,780,000
- Option B – acrylic coated sand (same as was used in the upper field) - \$2,060,000
- Option C – Brockfill (wood and sand mixture) - \$1,800,000

Mr. McCoy noted that options A and C were close in price and B is more expensive. He has completed a design for each of the three different infills. He noted that acrylic sand was introduced about a year ago in response to concerns with weather related issues of other infills. This product does not retain moisture as much as other products, is more cost effective and has a higher durability than other products. This product has been used in approximately 100 fields in Connecticut, Rhode Island and Massachusetts.

Mr. Gurnham noted that the goal is to get the Board of Selectmen and Board of Finance together in an agreement for funding this project through bonding. Due to the inability to hold a Town Meeting last April, the referendum for bonding is planned to be pushed to November. If funding is approved in November the goal will be to secure a contractor at the end of the year. No action is being requested at this time, however, he asked that the Committee members review the options and come prepared to possibly make a recommendation at the October meeting.

Mr. Sands asked if the acrylic coated sand is more acceptable than the crumb rubber infill, which had been the subject of concerns when the upper field was under construction. Mr. McCoy noted that

3-Minutes of the regular meeting of the Standing Building Committee held on September 8, 2020

athletes are partial to the performance of crumb rubber but coated sand is readily acceptable where it has been used and is consistent in different weather conditions.

In response to a question by David DeMaio, Mr. Gurnham noted that Paul Schmidt, Standing Fields Committee and Mr. McCoy will be giving a presentation to the Board of Education at their meeting next week.

In response to a question by Mr. Rader, Mr. McCoy reviewed the maintenance required for each of the options as follows:

- Coated Rubber – requires the least amount of maintenance, does not break-down, requires grooming and fill needs to be added in high use areas on an annual basis.
- Coated Sand – maintenance is similar to coated rubber. Requires top dressing every 2 – 3 years.
- Brockfill – introduced a year ago in response to concerns with the impact of weather related issues. This product is top dressed once in a life span.

7. Discuss for possible action update on Performance Contracting. Mr. Sahm was present from ECG and presented the Committee members with the Measurement and Verification Assessment Report for Year 0 and Year 1 for the Performance Contracting projects. Mr. Sahm noted that the assessment provided for a total of \$634,326 due to the Town of Guilford upon acceptance of the Year 0 and Year 1 reports. He noted that a total of \$500,000 of this amount is utility assessments to be provided which are now in process. The Town has been asked to provide ECG until February, 2021 to obtain the \$500,000 from the utilities so they would only provide \$134,326 at this time. Mr. Sahm agreed to forward a copy of the full report to Mr. Gurnham to forward to the full Committee.

Mr. Sahm noted that in response to the discussion at the August Standing Building Committee meeting regarding the incorrect piping work for the Baldwin boiler which needed to be corrected before the heating season begins, they are in the process of working with ECG to re-pipe and make alterations as needed. JCI will pay for the modification.

8. Discuss for possible action update on HVAC Upgrades at Melissa Jones School. Mr. Gurnham noted that Paul Lisi and Graham Curtis were present from Antinozzi and Associates to provide an update on the HVAC Upgrades at Melissa Jones. Mr. Lisi noted that the HVAC Upgrades at Melissa Jones School project is expected to be substantially complete next week. They are waiting to receive updated information from the contractor on some of the detectors.

Mr. Gurnham noted that at the August 20, 2020 special meeting the SBC had been advised that it was recently found that the air handlers for the Melissa Jones HVAC project will require structural adjustments to be able to carry their weight and size and a Change Order has been submitted by Sav Mor for \$25,710.85 for the additional steel and structural work needed to support these units. The Committee had been advised that the architect and engineer did not realize the weight issue until now

4-Minutes of the regular meeting of the Standing Building Committee held on September 8, 2020

when they discovered that the size of the units is larger and heavier than expected. The Committee had approved the Change Order but had requested that the engineer be invited to this next meeting to explain if this was an item that was missed or the result of a change.

Mr. Lisi noted that the issue had developed as a result of the location of the units in addition to the weight issue. Mr. Curtis noted that the engineer who had completed the original design is no longer with the company so they have been unable to obtain additional information. Mr. DeMaio commented that this appears to be a mistake on the part of the structural engineer but the correction is necessary to move forward with the project.

9. Discuss for possible action update on Melissa Jones Elementary School Partial Window and Door Replacement Project. Mr. Gurnham noted that an estimate was obtained from Fuss & O'Neil with an updated estimate of \$64,572.50 for the removal of the hazardous material found as a result of the testing that was completed. This would bring the contractor construction cost estimate to \$663,374. With an original project budget of \$1.5 million the project is still projected to be under budget. The plan is to go out to bid on this project in January.

10. Discuss for possible action update on Melissa Jones Elevator Modernization and Upgrade Project. Mr. Gurnham noted that he does not have an update on the Melissa Jones Elevator Modernization project. He is waiting for the Board of Selectmen to take action on the recommendation of the Standing Building Committee to accept the proposal from Silver/Petrucci and Associates for Architectural/Engineering services for this project.

11. Discuss for possible action update on HVAC Phase II Upgrades in Baldwin School. Ken Eldridge and Mike Mzoto were present from Silver/Petrucci to provide an update on the discussion on the Change Order that the Committee had approved at the August 20, 2020 special meeting. Mr. Eldridge noted that during the planning, it was determined that most of the units would fit. When the contractor began this portion of the work, however, they discovered an issue with fitting of the units in the field and it was discovered that half of the units would not fit. The fix is to locate some of the units into 3 – 4 classrooms and adjust some ceiling heights in the hallways. To accommodate this change Sav Mor had submitted Change Order #2 for \$89,770.94 and the SBC had approved this change to keep the project moving forward.

In response to a question by David DeMaio, Mr. Mzoto noted that they were not able to measure all of the units and this created this unforeseen situation with fit of the units.

David DeMaio noted that this project had received some credits so they are able to absorb this change order. This experience stresses the importance of making sure a project has an adequate contingency to handle hidden or unanticipated items that could come up with projects in the future.

5-Minutes of the regular meeting of the Standing Building Committee held on September 8, 2020

12. Update on design of BOE offices at 595 New England Road. Mr. Gurnham noted that he does not have an update on the design of the Board of Education offices at 595 New England Road. This project is currently on hold.

13. Update on District Wide Interior Door and Lock Project. Mr. Gurnham noted that he has not yet received proposals for the interior door and lock project at Guilford Lakes or Melissa Jones schools. He will have an update next month.

14. Discuss for possible action update on School Facilities Needs Assessment. Mr. Gurnham noted that Sightlines is still working on the development of the final report. When it is complete there will be a joint presentation to the Board of Selectmen, Board of Finance, Board of Education and Standing Building Committee.

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

16. Approval of bills. On motion made by Mr. Rader, and seconded by Mr. Thompson, the Committee voted unanimously to approve payment of Invoices from Arc dated 7/31/20 for \$273.00 for seven users of Skysite and dated 8/28/20 for \$273.00 for seven users of Skysite.

On motion made by Mr. Thompson, and seconded by James DeMaio, the Committee voted unanimously to approve payment of an invoice From Sav-Mor for \$446,835.47 for contractor services for the Baldwin Middle School Phase II HVAC project.

On motion made by Mr. Rader, and seconded by Mr. Thompson, the Committee voted unanimously to approve payment of an invoice from Silver/Petrucelli for \$4,209.00 for 40% completion of Contract Administration for the Baldwin HVAC Phase II project.

On motion made by James DeMaio, and seconded by Mr. Rader, the Committee voted unanimously to approve payment of an invoice from Millennium Builders, Inc for \$41,115.90 for hardware and doors for the Calvin Leete interior door replacement project.

On motion made by Mr. Thompson and seconded by Mr. Tyre, the Committee voted unanimously to approve payment of an invoice from KBA for \$2,375.00 for 75% completion of contract documents and 25% completion of design for the GHS Stadium Turf Field and Track project.

On motion made by Mr. Rader, and seconded by Mr. Tyre, the Committee voted unanimously to approve payment of an invoice from Fuss & O'Neil for \$16,682.0 for testing and a report on hazardous materials for the Melissa Jones Partial Windows and Door replacement project.

On motion made by James DeMaio, and seconded by Mr. Rader, the Committee voted unanimously to approve payment of an invoice from Sav-Mor for \$51,608.75 for contractor services for the Melissa Jones HVAC Upgrades project.

6-Minutes of the regular meeting of the Standing Building Committee held on September 8, 2020

On motion made by Mr. Rader, and seconded by Mr. Tyre, the Committee voted unanimously to approve payment of an invoice from Terry Holland-Buckley for \$443.75 for 25 hours of secretarial services for two regular meetings and two special meetings in July and August, 2020.

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

18. New business.

**18.1 Follow-up discussion on direction from Jeff Donofrio regarding responsibilities of Standing Building Committee to serve as “Eyes and Ears for Town projects”.** David Demaio suggested that discussion on Item 18.1 be delayed until the October meeting.

**18.2 Discuss for possible action recent change orders approved for Melissa Jones HVAC project and Baldwin Middle School Phase II HVAC project.** The Committee members had discussed concerns about this change order under item #8 and #11 above.

Mr. Rader commented that the recent experience with these two large change orders should serve as a lesson learned on the importance of including an adequate contingency amount in a project estimate and also make sure that good unit pricing is requested which could be important in a competitive bid environment. Mr. Gurnham noted that they generally include a 10% Contingency amount for projects.

The Committee members agreed that further discussion on Change Orders and how the Committee can better insure that possible exposures are seen up front whenever possible, should be included on the agenda for the October meeting as a new item.

**18.3 Add to Agenda - Discuss for possible action proposal from Silver/Petrucelli and Associates for mechanical and electrical engineering services for the Cox Elementary School HVAC Upgrades project and the Guilford Lakes Elementary School HVAC Upgrades project.** Mr. Gurnham requested that an item be added to the agenda as Item 18.3, Discuss for possible action proposals for mechanical and electrical engineering services for the Cox Elementary School HVAC Upgrades project and the Guilford Lakes Elementary School HVAC Upgrades project.

On motion made by Mr. Thompson, and seconded by Mr. Rader, the Committee voted unanimously to add to the agenda under new business “Discuss for possible action proposals for mechanical and electrical engineering services for the Cox Elementary School HVAC Upgrades project and the Guilford Lakes Elementary School HVAC Upgrades projects”.

Mr. Gurnham noted that two proposals had been received from Silver/Petrucelli and Antinozzi Associates for mechanical and electrical engineering services for the Cox Elementary School and the Guilford Lakes Elementary School HVAC Upgrades projects. Mr. Gurnham noted that the Cox project is similar to the Melissa Jones project which utilizes heat pumps and individual air handlers. The design

7-Minutes of the regular meeting of the Standing Building Committee held on September 8, 2020

should be relatively simple. The challenge is to determine how to get the equipment out and in the mechanical space. Silver/Petrucci has an in-house engineer and Antinozzi would utilize the services of CES for the engineering work.

Mr. Gurnham noted that the proposal from Silver/Petrucci for Cox for schematic design, contract documents and bid phase assistance is \$48,060 and the proposal from Antinozzi for design and construction document phase and reimbursable expenses is \$49,700. Silver Petrucci provided an estimated Construction Administration fee of \$12,830 pending more defined scope of required work. In response to a request, Mr. Gurnham agreed to go back to Antinozzi to see if they could provide an estimated fee for Construction Administration. David DeMaio suggested that both companies be asked to provide their initial ideas for how they would recommend access be gained for the equipment to be moved out and in the mechanical area.

Mr. Gurnham noted that the Guilford Lakes project is similar to the Melissa Jones and Cox projects which utilize heat pumps and individual air handlers. However, the number of heat pumps will be a large number. The design should be relatively simple, however there could be some abatement needed. This project also presents a challenge with obtaining access to the equipment both out and in the mechanical space.

The Committee members asked how the abatement would be funded and he suggested that, after testing is completed and if it shows the need for abatement work, the Town would ask the selected architect firm for the cost of an additional fee for design work for this part of the project.

Mr. Gurnham noted that the proposal from Silver/Petrucci for Guilford Lakes for schematic design, contract documents and bid phase assistance is \$49,910 and the proposal from Antinozzi for design and construction document phase and reimbursable expenses is \$49,550. Silver Petrucci provided an estimated Construction Administration fee of \$12,830 pending more defined scope of required work. The Committee members requested that Mr. Gurnham to go back to Antinozzi to see if they could provide an estimated fee for Construction Administration for the Guilford Lakes project also. They would also like both companies to be asked to provide their initial ideas for how they would recommend access be gained for the equipment in and out of the mechanical area for Guilford Lakes also. The Committee members also requested that both companies be asked if there would any discount if they were awarded both projects and whether they have the staff and ability to handle both projects.

Mr. Gurnham agreed to obtain the additional information requested and come back to the October meeting to ask for action.

David DeMaio recommended that an item also be added to the agenda for the October meeting to discuss the possibility of moving to in-person meetings vs. zoom meetings.

8-Minutes of the regular meeting of the Standing Building Committee held on September 8, 2020

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

On motion made by Mr. Thompson, and seconded by David DeMaio, the Committee voted unanimously to adjourn the meeting at 9:05 p.m.

---

Terry Holland-Buckley  
Clerk