

SPECIAL MEETING MINUTES
HORACE W. PORTER HVAC BUILDING COMMITTEE
Wednesday, March 27, 2024
6:00 PM
Horace Porter School Library
3 Schoolhouse Rd., Columbia, CT

Members Present: Chris Lent; Guy Wanegar; Alan Harbec; Geissert; Leah Osborn (departed 6:45 pm); and Mike Sylvester, Facilities Manager (non-voting).

Members Present (remotely): None.

Others Present: Barbara Wilson, Superintendent; Mark Walter, Town Administrator; Bob Banning, Silver Petrucelli & Associates.

Others Present (remotely): None.

1. **CALL TO ORDER:** Chris Lent called the meeting to order at 6:00 pm.
2. **APPROVAL OF AGENDA:** Guy moved to approve the agenda, and Alan seconded. Motion passed, 4:0 (unanimously)
3. **APPROVAL OF MINUTES:**

3.1 HVAC Building Committee Regular Meeting Minutes for 3/18/24.

Alan moved to approve the Meeting Minutes from 3/18/24, and Guy seconded. Motion to approve the Meeting Minutes of 3/18/24 passed, 3 in favor, 1 abstention (Leah)

4. **AUDIENCE OF CITIZENS:**

There were no comments or questions from the audience.

5. **OLD BUSINESS:**

5.1 Discuss the status of the HVAC Indoor Air Quality grant application.

Nothing new was reported on the status of the grant application.

5.2 Silver Petrucelli & Associates Status Report.

Bob Banning of Silver Petrucelli & Associates (SP&A) acknowledged that their mechanical engineer had not yet been unavailable to perform measurements of the school for ductwork. He noted that SP&A will be available for an on-site visit on March 29th, in the event the school was open.

Mike replied that the building will be closed on March 29th for a holiday. Mike stated the building will be available on April 2nd, as school will not be in session on that date. Bob asked whether the SP&A team could be on-site the week of April 8th, as the school will be out of session for spring break. Mike stated his staff will be available that week to assist.

Bob reported that SP&A has two staff members currently working the design, and the equipment schedules are close to completion. He reported the design includes the installation of cassettes in each of the rooms, right-sized to meet the standards. Bob also noted the electrical plans are in process, and will require historical electrical usage records to complete the load calculations. Mark Walter provided Bob with contact information of the Eversource representative serving Columbia. Electrical usage records during the warmer months of the year, prior to the installation of the solar panels, are desired to perform the load calculations. This information is also needed to select the appropriate electrical switch-gear equipment.

Bob then brought up the procurement process, and noted a recent conversation he had with a contractor regarding their near term availability, and whether they will have interest in bidding on a mid-sized project. The feedback received was favorable, and the company will be open to bidding as a Construction Manager (CM) or General Contractor (GC).

Chris asked Bob if the CM role could perform Project oversight, without the need for a separate contract with a Clerk of the Works or Project Manager. Bob said the CM is schedule driven, so the role certainly could perform oversight of the overall project. Bob also noted that the SP&A contracted level of oversight during construction phase will be approximately 1 day/week; he suggested that in lieu of increasing the level of SP&A oversight, a Clerk of the Works could be a more cost effective approach.

Alan asked Bob if the Bid specification could be limited to a GC? Bob replied that it's certainly an option, if desired by the Committee. Alan also asked Bob if it's too late in the timeline to bring in a CM? Bob noted a CM option is still viable, but could result in the Bid timeline being extended.

Bob presented the latest drafts of the mechanical plans and equipment schedules. Guy asked Bob to provide his best estimate on when the design would be completed. Bob opined that once the ductwork measurements are completed, the estimated lead time would be 3 to 4 weeks.

Alan asked Bob to provide his best guess on when the Bid process could commence. Bob noted his timeline has the Bid being posted to the public by June 1, 2024, and the Bid period being June 21, 2024 through July 26, 2024.

Bob reported the State of Connecticut has been receptive to the electrical equipment being procured directly by the municipalities, as the long lead times drive the need to pre-purchase.

Chris stated the Committee has been reviewing the commissioning requirements, and asked Bob to specify the point in which the Commissioning Agent will need to review the design. Bob stated once the design is 50% complete, a Commissioning Agent will be able to start their review. Bob estimated the design will be at 50% within the next 3 weeks.

Bob suggested the next touchpoint meeting with SP&A be the week of April 15, 2024. The Committee tentatively agreed to reschedule the April 15th HVAC Committee meeting to April 17th to accommodate availabilities.

Guy asked Bob to confirm that the DOAS would not exceed 200 CFM? Bob acknowledged it would not exceed 200 CFM. Alan asked if the Fire Marshall and Building Officials should be involved ahead of the Bid process. Bob stated it would be prudent to offer the opportunity to review ahead of the Bid process, but not mandatory to do so, in his experience.

5.3 Discuss the need for Project oversight, and explore various options. Possible action to make recommendations to the Board of Selectmen and Board of Education.

The Committee had a general discussion on the various Project oversight roles, to include Construction Manager (CM), Project Manager (PM), and Clerk of the Works. Guy and Alan shared their experiences with construction projects under the cognizance of General Contractors. Alan noted that Project oversight by a PM could be on a Time and Materials basis, with PM involvement only when necessary; with a CM, the fee is typically fixed and the costs of oversight will be significantly increased.

Alan shared with Committee a draft Request for Proposals for a PM. The Committee concluded that a PM should be involved with the IAQ improvement project. It was also determined that a PM should be contracted as early as possible to facilitate the Bid process and coordinate the construction schedule.

Alan moved to recommend to the Board of Selectmen and Board of Education that a Project Manager be contracted for project oversight, and Guy seconded. Motion passed, 3:0.

5.4 Discuss the need for a commissioning agent. Possible action to make recommendations to the Board of Selectmen and Board of Education.

Mike walked the Committee through his draft Request for Qualifications/Request for Proposals to facilitate a contract with a Commissioning Agent. The Committee had a general discussion on the draft document, and made minor editorial recommendations.

Chris reiterated that since the IAQ improvement project is estimated to exceed \$2,000,000, commissioning will be required pursuant to Connecticut General Statute (CGS) § 16a-38k. The Committee concluded that a Commissioning Agent will need to be contracted in the near term, as these services play a crucial role during the design phase to verify compliance to the standards and guidelines identified in CGS § 16a-38k.

Alan moved to recommend to the Board of Selectmen and Board of Education that a Commissioning Agent be contracted for Commissioning Services, and Guy seconded. Motion passed, 3:0.

6. NEW BUSINESS:

No new business was discussed.

7. OTHER MATTERS:

No additional matters were discussed.

8. AUDIENCE OF CITIZENS:

There were no comments or questions from the audience.

9. ADJOURNMENT:

Alan moved to adjourn, and Guy seconded. The Committee adjourned at 8:25 pm. Motion passed, 3:0