

# DRAFT

**REGULAR MEETING MINUTES  
HORACE W. PORTER HVAC BUILDING COMMITTEE  
Monday, June 17, 2024  
6:00 PM  
Horace Porter School Library  
3 Schoolhouse Rd., Columbia, CT**

**Members Present:** Chris Lent; Guy Wanegar; David Geissert; Alan Harbec (arrived 6:05pm); and Mike Sylvester, Facilities Manager (non-voting).

**Members Present (remotely):** Mark Walter, Town Administrator.

**Others Present:** Barbara Wilson, Superintendent; Bob Banning, Silver Petrucelli & Associates; Mike Lester, Columbia Fire Marshal; and Jim Russo, J.R. Russo, LLC.

**Others Present (remotely):** None.

1. **CALL TO ORDER:** Chris Lent called the meeting to order at 6:01 pm.

2. **APPROVAL OF AGENDA:**

David moved to approve the agenda, and Guy seconded. Motion passed, 3:0 (unanimously)

3. **APPROVAL OF MINUTES:**

3.1 HVAC Building Committee Special Meeting Minutes for 6/3/24

Guy moved to approve the Special Meeting Minutes for 6/3/24, and David seconded. The Special Meeting Minutes for 6/3/24 passed 3:0 (unanimously)

4. **AUDIENCE OF CITIZENS:**

There were no comments or questions from the audience.

5. **OLD BUSINESS:**

5.1 Silver Petrucelli & Associates Status Report.

Bob Banning of Silver Petrucelli & Associates (SP&A) reported that his team received positive feedback from Eversource regarding the incoming power line; trenching from the street to the school will not be necessary.

Bob stated SP&A is finalizing the piping for the cassettes and the mechanical demolition drawings; anticipates completion by June 21, 2024. He projected the design and bid specifications will be available for the Commissioning Agent to review within a couple weeks.

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Bob shared feedback received from a potential electrical switchgear distributor/manufacturer that the anticipated lead time may be 35 weeks, with a Rough Estimated Price of \$175,000. A general discussion ensued regarding the pros and cons of breaking out the electrical switchgear from the construction bid, which will then require the Town of Columbia to have the procurement responsibility for this equipment. Chris reported the First Selectman challenged the HVAC Committee to target a September 1, 2025 project completion date. As the assumptions and information known at this time pointed towards a higher probability of the project being completed by September 1, 2025, by breaking out the electrical switchgear from the construction bid specification, a consensus was reached to recommend that the Town of Columbia procure this equipment directly.

A general discussion ensued, and it was recommended that SP&A include the Horace W. Porter School 2024-2025 calendar in the construction bid package, as well as the requirement for project milestones be provided in the MS Project format. It was estimated that the construction bid could be posted the week of July 15, 2024, and target construction contract award by August 30, 2024.

A discussion ensued regarding the temporary removal of ceiling tiles during the construction phase. One issue needing to be addressed in the specifications was whether ceiling tiles removed during construction, will need to be reinstalled on a daily basis when school is in session (i.e., ceiling tiles reinstalled at the end of an evening construction shift, and before school opens the following day). Mike Lester (Town of Columbia Fire Marshal) stated that he will be receptive to small sections of the building having the ceiling tiles removed to facilitate construction (as minimum as possible), without the need to reinstall the ceiling tiles on daily basis. Mike Lester asked that the future contractor provide a phasing schedule/plan for ceiling tile removal, which will be subject to his review and approval. Bob Banning stated the bid specification will add a requirement for a phasing schedule/plan for ceiling tile removal.

Bob asked the Committee for suggestions on “bid alternatives” as a means to save cost and/or schedule. Alan asked about the existing rooftop equipment remaining as-is to save cost. Mike Sylvester added that consideration for “bid alternatives” could include the rooftop equipment above the main office and library office. Alan asked Bob to confirm whether the specifications require the existing ceiling tiles and pads to be subsequently reinstalled, in lieu of full replacement and installation of new ceiling tiles and pads. Bob took the action to confirm the assumptions on the ceiling tiles and pads, as well as to discuss potential “bid alternatives” with the SP&A team.

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5.2 Discussion on a contract award and next steps for Commissioning Services for the Horace W. Porter School HVAC Project.

Mark Walter stated the contract award for Commissioning Services will be executed the week of June 25, 2024.

5.3 Discussion on a contract award and next steps for Part-time Owner's Project Manager Construction Oversight Services.

Mark Walter stated a Town Meeting is scheduled for June 18, 2024, for the purposes of appropriating funds for Part-time Owner's Project Manager Construction Oversight Services.

## **6. NEW BUSINESS:**

6.1 Discussion on the Horace W. Porter School HVAC project key milestones and the creation of a project schedule to facilitate completion by September 1, 2025.

Chris reported the First Selectman challenged the HVAC Committee to target a September 1, 2025 project completion date.

6.2 Review Draft Bid for HVAC Improvements at the Horace W. Porter School.

Bob Banning stated that he received the Town template contract from the Town Administrator's office for review. Bob noted that he will coordinate with Mark Walter which version of the Draft Bid document that the Committee should review.

## **7. OTHER MATTERS:**

No additional matters were discussed.

## **8. AUDIENCE OF CITIZENS:**

There were no comments or questions from the audience.

## **9. ADJOURNMENT:**

David moved to adjourn, and Alan seconded. The Committee adjourned at 7:31 pm. Motion passed, 4:0