

JOINT BUILDING COMMITTEE-MAPLE WOOD PROJECT

Date: December 17, 2018

Time: 2:00 p.m. start

Present: Councilor Marty Pepin, Councilor Marty Dumont, School Board Member Mark Richardson, School Board Member Tom McCallion, Asst. Superintendent Lori Lane, Business Administrator Katie Krauss, Devin McNelly, Maple Wood Principal, Karl Ingoldsby, Facilities Director, Cris Solomon, Architect from Samyn-D'Elia Architects, P.A., Frank Lemay, Milestone Construction, David Baer, Milestone Construction and Brian Gehris, Milestone Construction

Pepin called the meeting to order at 2:00 AM.

Lane stated that we had everyone present. She stated that Milestone was selected as the Construction Manager for the Maple Wood Project. She stated that they had thought that this would be an organizational meeting. She stated that she knew that Solomon and Ingoldsby had had some conversations about mechanicals. She stated that she loved having a plan and having a calendar. Solomon stated that he wanted to go through the elevator drawings in the hopes of getting some upper level estimating done. Dumont stated that it was brought to the City Council's attention about the fact that we need to be very careful about the time we spend on the elevator as it is really not a part of the Maple wood Project. Lane stated that the JBC has been formed and charged with the Maple Wood School Project. She stated that the RFP was written to incorporate the elevator but that did not expand the scope of what the JBC can oversee. She stated that Krauss, Gadowski and herself would be going to City Hall tomorrow to see what that logistical piece needs to look like. She stated that we need to move forward with the elevator project but we need to make sure that conversations can happen and that we do not need two meetings happening at the same time. Pepin stated that this came about after the discussion at the last meeting whether it gets put into the school department budget or do we go after funds from the City or do we get a bond for it. He stated that both the City Manager and City Finance Director think that it is too much for them to add to their budget and there is no money in Supplemental Programs. He stated that the City is concerned about all the legal hoops that need to be gone through for a bond and right now the criteria does not allow them to go after a bond. He stated that it would be a Bond anticipation Note that they would go after because you can wait till the end of the project to see what the final number is. Lane stated that there's a process piece around conversations, meeting and discussions about this scope of work and also outlining the funding mechanism for this work. She stated that with the elevator it sounds like there is some lead time that we need to be very cognizant of. She stated that decisions will need to be made sooner rather than later. She stated that she thinks this needs to be sorted out by the end of January. Lemay stated that that was correct. He stated that we also want to do this while they are onsite for Maple Wood because it is a set of general conditions that you would not have to spend. He stated that the Supervisor on the Maple Wood project could be checking in at the Middle School. He stated that if you finished up Maple Wood and then start the elevator you will have additional supervisory costs. Solomon stated that we need to define the process with the City but also get a price.

Solomon stated he wanted to define a schedule as of today including the deliverables. Baer stated that Milestone was hoping for Design Development Drawings by January 11th, followed by Construction Documents February 22nd in order for the subcontractor bidding. He stated that this is assuming an April 1st start. Solomon asked when spring break was? Lane stated it is the

week of April 22nd-26th. Solomon asked if that would push back their schedule? Baer stated that would allow them to get a jump on the foundation. Gehris stated that if they could get the foundation in that week. Lemay stated that they would not want to wait to start the job on the 22nd. He stated that if they could start a few weeks earlier and get the last piece poured and gravel it, we can reopen the entrance and continue to work around it. Solomon asked you would still want to start that 3 weeks earlier. Gehris stated that would be perfect. Solomon stated that there is one thing that may change this schedule. He stated that they have been discussing performance contracting on this project for the mechanical systems. He stated that there are a couple of companies that provide performance contracting. He stated that they come in and do a study to see how much energy that you can save by making upgrades to your school. He stated that they take those upgrades to finance the project and they also assist in some of the work. He stated that they have been talking to one company and they want to come in and do a study in the next 2-3 weeks. He stated that what they are looking to do, rather than the unit ventilators in each classroom, is to have enough savings to do the new duct system. He stated that there will be a couple new units on the roof to bring fresh air into the classrooms that way. He stated that this is the upgraded system that we wanted but couldn't afford. He asked if this is something that the JBC would want to explore? Ingoldsby stated that this had been discussed a bit at the earlier Buildings and Grounds Meeting. He stated that they would like to do it for the whole campus. He stated that the way this would work is that EEI would probably come in and change every light out to controllable LED lighting and the energy savings coming from that change would fund the upgrade for the HVAC. He stated that they are looking at ERV Ventilation Recovery which, as the air is coming in, it is tempered with the exhaust so you are not bring in 20 below zero air or 88-degree air. He stated that this would bring them up to standards and creature comforts that are supposed to be in these classrooms. He stated it is more efficient air. He stated that it is the right thing to do. He stated that Milestone worked on a project in Plymouth with EEI. Lemay stated they worked with EEI at Manchester West High School and also Manchester City Hall. He stated that the City of Manchester has EEI doing a lot of their buildings. Ingoldsby stated it just makes sense to do it right. He stated that we would get the added benefit of better lighting, energy efficient and dimmable and more comfort with conditioned air in the rooms. Solomon stated that they are looking to the committee to see if they should do the study to see if this is a viable option or do you not want to look into performance contract? He stated that they would come in and review with Solomon and Ingoldsby what they are thinking about, do an energy audit of the school and come back with some numbers to see if we can do this. Ingoldsby stated that they are talking about the difference in the amount that has already been approved for mechanicals and the amount for the upgrade. Lemay stated that the way he sees it is, if they put these energy saving in the building and you save 50% they will put that amount towards the cost of the upgrade until you pay off the additional costs. He stated that you are not reducing the costs for running the school until you pay off those lights. He asked how this plays into the schedule of the drawings and being ready for April 1st. Solomon stated that it would take 2 weeks for them to do the study. He stated that they can still provide the Construction Drawings for the same date but the mechanicals would have to follow. Gehris asked what the impact would be on the roof? Solomon stated that they would be looking at roof ducts with preformed metal. He stated that there would be 2 pods on the roof and rooftop ducts straight down into the classrooms. Baer stated that this could be put in as an alternate drawing so we could go down both roads at the same time. McNelly asked if there is any fee up front for this study? Ingoldsby stated there was no upfront fee but if you decide not to do it they can charge you \$20,000 to \$30,000 because they are going to be in the building for up to 2 weeks taking all kinds of measurements. He stated the cost is free up front if you decide to

move forward with the performance contract. He stated that if you decide not to move forward with the performance contract, then you will be charged. Krauss asked where we anticipate that amount to come from if we decide to not go down that road? She asked if this will affect the Building Aid application which is already in the works for this project? Solomon stated that he would check on that but it is additional money. Krauss asked if it would increase the amount of the bond that they have already secured? Solomon stated that it would not. Lane stated that this other bond becomes a “wash”. Solomon stated yes. Lane asked if they guarantee that? Ingoldsby stated that the way they fund this is they guarantee we will save \$10,000 in energy a month. He stated that instead of paying the electric company that \$10,000, you’ll pay EEI that \$10,000 until the bond is paid off. He stated that if we save \$12,000 a month, we pay EEI the \$10,000 and \$2,000 is our savings. He stated that if we do not save that much and only save \$8,000 and we owe \$10,000 on the bond, EEI will cover that \$2,000. Krauss stated that you say it is a bond and she is confused about that. She stated that the school district does not bond, the City bonds. Ingoldsby stated that is why those people need to come to the next meeting. Krauss stated that she is leery about this because of the City factor in it. She stated that if we need to go back to the City for an additional bond that is going to cause additional confusion. Ingoldsby stated that this is at no cost because we would be paying for it out of energy savings. He stated that instead of paying the electric company we will be paying towards this bond with EEI. Dumont stated that he thinks they are extending the debt service of the school and their budgetary process. He stated that where it is bonded, and he would love to hear the word grant instead, the bond is not appealing. He stated that somebody is going to pay a debt service and the recovery period could be 7 years, it could be 10 years. He asked if Maple Wood was 40 years old? He asked if there had ever been any energy studies done? Lane stated that they had about 5 years ago. Pepin stated that he understands that you could do this survey at no cost and then say no. Krauss stated that there is a cost if you say no. Ingoldsby stated that the cost estimates he got were for the whole district being in the \$40,000 to \$50,000 range. He stated that he has not talked to EEI about cost. He stated that he had talked to several different companies and they all provide the same service. Solomon stated that you will also be saving on the Mechanical energy savings. He stated that you are scheduled to be saving anyways with the new boilers. Ingoldsby stated that this is an investment grade audit. McNelly stated they will come in and figure what the energy savings will be to change everything out. He stated that if they do not come with a contract stating the “if you say no you owe us this much money”. McCallion stated that we need to bring them in to talk. Dumont stated that climate control within our schools is a high priority. He stated, that said, he thinks the school is biting a big apple. He stated that he does not see how this can be done without including it in a CIP program. He stated that you are asking to increase the bonding which comes to the City side and we were trying to keep this project within the limits of a settled bond done for Idlehurst so that bonding for bonding would not be a big impact on the taxpayer. He stated that they are betting on a lot more than they can anticipate to win. He stated that he likes the concept and would not be averse to spending \$5,000 for that knowledge. He stated that we were going to put a regular roof on Maple Wood. He stated now you are putting extra holes in it that we were not planning on in this project. Richardson asked if the kindergarten bond was coming up soon? Krauss stated that it was. She stated that they have one more year. Richardson stated that it does not fit into this timeframe. Dumont stated that we all operate under the premise of a tax cap. He stated that the School struggles with your budget, and the City struggles with theirs. He stated that for the last three years they have had to override that tax cap. He stated that he is in favor of the study. He stated that if it comes to the Council he is going to push to have the study done in the whole district. Pepin stated that he does not know what the appetite will be with the not knowing what it is

going to cost if we do not go along with it. Dumont stated that will be in a contract before they do it. Solomon asked if the JBC wants to explore further or not? Dumont stated it all comes down to money. He stated that knowledge is power so if he does not know what the cost is he can't make a decision. He asked what EEI stands for? Ingoldsby stated it is Energy Efficiency Investments. Lemay stated that they are out of Londonderry. Ingoldsby stated that EEI partners with Control Technologies who we use for mechanical services. Pepin asked Lane to mention this to Belmore at her meeting the following day. He stated that it is just like adding the elevator into the JBC's scope. He stated that if the school is going to take care of this in their budget, then there should be no issue but I do not see anyone shaking their head yes to that. Krauss stated she wasn't. McNelly stated that he has no money in the Maple Wood budget. Pepin stated that there are things that we agree on here at our meetings and we do not touch bases with Belmore and Smith at the City. Dumont stated that he sees us running into RFP requirements with this. He stated that you just can't select a company. He stated that it needs to be discussed with Belmore and Smith. Solomon stated that they will get the information from EEI and a schedule. He stated that the schedule may not work and that is what he is the most concerned about. He stated that they had a good meeting with Yeaton Associates, the mechanical engineers last week and our thoughts about the boilers and the distribution and mechanical systems in the classrooms. He stated that Yeaton really needs to know which way we are going to head before they start any mechanical planning. He stated that the 2/22 date should be no problem. He asked how long between CDS will we get some information back? Dumont asked what the acronym was? Solomon stated it was design development. He stated there's conceptual design and schematic design. Baer stated that it typically takes three weeks to put it out to bid. He stated that in the meantime he assumes that the construction documents will continue. Solomon stated that they have Milestone's first round of estimates. He shared the designs with Milestone. He stated that the main entry is a guaranteed April start. He stated that it sounds like Milestone can get some of the site work for the entrance done over the April break. Lemay stated they will do the footings, foundation and get it back in shape. Solomon stated that till the end of the school year we would maintain one door to enter the building. McNelly stated that he would prefer the right hand doors be used to enter the building. He asked if at some point we would discuss those types of things because he thinks he would prefer a mechanical door rather than a magnetic door. Baer stated that magnetic doors are alright and there are different releases for them now. McNelly stated that they want to be able to unlock the door and keep it unlocked. He stated that at Idlehurst the magnetic doors cannot be unlocked. Ingoldsby stated that there are devices nowadays to lock and unlock doors. He stated that he can program the doors to be unlocked from 7 AM-7 PM and then for them to lock. Solomon stated that they will sit down with McNelly and go through every single door and how you want them. He asked when Milestone would need to get into the existing office area? Baer stated that they will be able to work in the entrance area until school gets out. He stated once that bell rings then we move into the existing office area. McNelly stated at that point we move things out and you start knocking down walls. Lemay stated that they will probably build a tunnel at the entrance through the existing doors and down the hall. He stated that we have to have a way to control that area so no one will be going where we will be doing some steel erecting. Solomon stated that we will discuss with McNelly what lighting you want and where. He stated that it was said in the interview that we can square off some things rather than curves to save some money. Baer stated that a single soffit is minor. He stated that the Music Wing has no funding for design or construction until July 1st but we would want something in here for an estimate. Dumont asked what the first date was that the State will tell us if we are still in the program? Lane stated that Gadomski went to the State School Board Meeting last Thursday and sat four hours and they

tabled it. She stated that the State Board wanted additional information so we are not any further along in knowing anything. Solomon asked what they needed for information? He stated that the last he heard from Amy was that she was going to get back to him with an actual list. Krauss stated that they wanted more information about the project such as a summary and the cost. She stated that January 10th is their next meeting. Solomon stated that it sounds like they did not get all the information they needed prior to that meeting. Lane stated that the Building aid is decided upon by the legislature. Pepin stated at least we have some committed dollars. Lane stated that there are five projects on the list and we are number three on that list. She stated that there are a lot of unknowns at this point. Baer stated that his understanding is that the design of the music wing is tied into the funding so that could not start until July 1. Solomon stated that was correct and they would start fast tracking it. He stated that Milestone could get foundations in early in the fall and then build through the winter. McNelly asked if it mattered if it was fall when they begin Phase 2 or if you have a time crunch issue, do you hold it over until the next spring? He stated that the bathroom/library piece could not get done until next summer. He stated that there is no way, after approval and plans start July 1st to get the inside work done. Solomon stated that we need to see if come spring we have a solid enough feeling that the Building Aid is going to be approved to risk doing some drawings. He stated the other option is to start July 1st. He stated that perhaps if they get the drawings done in 2-3 weeks Milestone can do the bathrooms. Lemay stated that the summer is enough time for the bathrooms. Solomon stated that if the drawings took 2-3 weeks, it would mean doing the bathrooms in August. Lemay stated it could be done as long as everything was readily available. Baer stated that if they used off the shelf tiles, standards and ceiling, yes, you could do it. Lemay stated that it is tough to get subcontractors for August. Gehris stated that you can tie the bathrooms to the main project as an alternate. He asked if there were three sets of bathrooms? He stated if you put it in as an alternate we can order the supplies and hire contractors and when the funding is available we jump on it. He stated that if you wait you may run into problems with getting what you need. Lemay stated that it would be good if you could find some dollars to do the design. Ingoldsby stated that he had seen that they are getting rid of all urinals and giving everyone privacy bathrooms due to privacy concerns. Lemay stated that he has seen this. Solomon stated that the State does have some new guidelines. He stated that it will be tough to squeeze three water closets into the existing space for one boys, one girls and one unisex bathroom. Lemay stated that unisex bathrooms were the answer in rehabs. Lane stated that what she thinks happens on January 10th is that the State approves the projects if there is funding. Dumont asked when they were expected to lift the moratorium. Lane stated it runs out June 30th. Lane stated that is when the new fiscal year starts. She stated they will be building the biennium budget when they kick off in January. She stated that we should know early on what the status is. They are not going to add it in in May She stated that it should be built into the budget from the beginning. She stated that in March when towns are voting on approval of projects and they do not pass, we are the only one left standing perhaps there will be some appetite to fund it. She stated that they have so much that they already need to be paying for existing projects. Lemay stated that you cannot build it unless you have plans. He asked if there was any way to design all of that? He stated that the best advantage to the JBC is to bid this all out as one project so that the concrete contractor has both the front entrance and the music wing because they will be buying their product in bulk. Solomon stated that they can do design ahead of time. He stated that they had asked that question. Lane stated there can be no shovel in the ground. Lemay stated that based on the RFP that is what he understood. Solomon stated that the bathrooms would be beneficial to have them ready to go. Lemay stated that the more you can buy under one contract the better. Dumont asked what the number

would be on the plan design? Solomon stated that he did not have that figure broken out. Dumont stated that they needed to break that number out because there is a bridge gap and if you do not have a number you cannot present it. He stated that if you have a complete set of plans for this project, and we know what is anticipated we should know what that number is because there may be some creativity in this. He stated that the City is not against loaning money. He stated if the number is there and you know what the number is then let us know. Lane asked if they could talk about the asbestos issue? Ingoldsby stated that since he cannot find anything that says there is no asbestos in Maple Wood, he had contacted RPM Associates and they will be in the building on December 26th to conduct asbestos testing. He stated that they will be taking samples from throughout the building. He stated that he has been told there was never any asbestos in the building but did find some reports today from inspections in 2005 and there was some at that point. Dumont asked who had built Maple Wood. Lemay stated that the original building was built by R.C. Foss and Sons out of Pittsfield. He stated that he was the estimator on the project. Baer stated that you might find it in the mastic. Lemay stated that he doubts you will find any in the roof. He stated that it was the first membrane EPDM roof done by Foss. He stated that it is an acronym for rubber. Gehris stated that before the demo permit is approved you need to know the result of the reports with proof that there is no asbestos. Dumont asked how much that was? Gehris stated it is around \$4,000. Solomon stated that one question that had come up was could the elevator at the Middle School remain in the same spot. He stated that there were bathrooms upstairs that would need to be renovated if they did and expand the scope of the project. He stated that it would make sense to put it where the existing elevator is and use the pit that is there already. He stated that with the bathrooms, it would be expensive to renovate those. He stated that just down the hall there is an existing storage room where there are existing beams and columns that could be used. He stated that there will be a pump that will run if there is a system failure with the hydraulic fluid. He stated that upstairs is an existing janitors closet. Dumont asked how much it would be to do an outside shaft? He stated it would be the same except you have to build three walls. Pepin stated it would not be cheaper and you would have to heat it. McNelly stated that with the inside elevator they do not have to build any walls. Solomon stated with the inside elevator they will need to shore up the column and then do some steel work at the roofline. He stated that the walls for the inside elevator will be cinder block walls. He stated that the outside elevator walls would need to be insulated with exterior siding on the outside and air barriers. He stated it would have to be more expensive wall system. He stated the inside elevator will be centralized so people can use it better. He stated that with the exterior elevator they would need to build a vestibule. Dumont stated that his vision of the elevator is so it will comply to ADA. He asked how many people we are thinking of servicing with this elevator. Pepin stated that it needs to be big enough to get a stretcher into it. McNelly stated that having an EMT have to go all the way to the end of the 6th grade wing to go upstairs and then would have to go all the way back down the hallway upstairs if there was an emergency. Dumont stated that at this point we are out of compliance with the current elevator. He stated that once you touch it, everything has to be compliant. Baer stated that the inside elevator will be the less expensive option. McNelly stated that they do have a wheelchair lift in the stairwell. He stated that it is very difficult to carry a stretcher down any of the stairs. Solomon asked when we could get a price for the elevator? Gehris stated that a couple of weeks, mid-January. Dumont asked if both options would be priced out. Gehris stated they would price the interior. Lane stated that they would let the City Manager know tomorrow when to expect a figure on the elevator. Solomon stated that the next step would be to get back with the Preferred Contracting Company and see about doing it for just Maple Wood or the whole district. Lane stated that we need to decide when we will meet

again. Solomon stated that we need to make a decision on whether we do the study or do we not. He asked if you want to have a sit down with them? Ingoldsby stated that he will have a conversation with them as to the cost of the study. Lane asked if the JBC would want to have a discussion with EEI or just move forward with it? Pepin stated that he likes getting the information but money wise what it will cost is the question. Dumont stated that having the evaluation is a good thing. He stated that perhaps in the discussion with the City Manager you can see if there is any interest in cooperative sharing of this. He asked what the figure for mechanicals was? Solomon stated it is part of the full blown number. Dumont stated he was asking because he wants to know how much of an increase are we looking at in this project? He stated that the savings will come from paying the bills after it is paid off. He stated that it adds an additional cost to the project. He stated that he is not worried about paying for it. He stated he is looking for the efficiency of the system, and with schools, everything has a life span. Solomon stated that Enesco had the estimate for full mechanicals at \$770,000. Dumont stated that is without the study that we talked about today. Lane asked if the group needs to come back together to hear a presentation from EEI? She stated if it is not cost prohibitive should we just go ahead with it? Dumont stated that he is comfortable with a written assessment that the JBC can review together. He stated that he would like to get it 3-4 days prior to the next meeting so when we come together we can discuss it. Lane asked if the JBC should reconvene in mid-January? Gehris stated that they will stay the course on the original design. Baer stated that we know what the alternative is going to be and they can be designed in parallel. Ingoldsby stated he is getting the information on how much the study will cost and when they can get the information to us and if we choose to do it, when it can be done. Solomon stated what they are looking for is whether or not it is viable or not. Krauss stated that they need to know the cost before saying yes or no and then internally we will need to talk about it. Lane stated that we need to know what we are committing to. She asked when the JBC needs to get back together? Lemay stated that they can continue on the designs and Ingoldsby can get the information. Gehris stated the first thing with the study will be, is there a cost? Pepin asked if this would go before the City Council? Dumont stated not yet. Lane stated that if there is no urgent need to meet we can meet the week of January 21st. She stated that Milestone and Solomon are the ones with the sense of timing. Pepin stated we can pencil in a date and if it is a no go we can cancel it. He stated that the information that Ingoldsby gets can be sent out in an email. Lane stated that if they find it will cost too much then she'll email everyone and let them know. Krauss stated that she is concerned that if they say yes, it is adding to our bond and I am not sure that we have the authority to do that. Lane stated that it is just a study. Krauss stated that she understands that but the implications of that study going forward is adding to our bond. She stated why should we go ahead with the study if we cannot add to our bond. Lane stated that if you do not have the information you cannot make a decision. Dumont stated that the money would come out of the Supplemental Bond, the Anticipated Bond and that has not even been applied for yet. Krauss stated that the perception is, when we do these things ahead of time, before approval, it may jeopardize things and I do not want to do anything that jeopardizes this project. Pepin stated that we want to see if we can get the information to the JBC to then decide if we want to move forward with this. Ingoldsby stated that if we do the study and then decide to not do what is recommended in that study that is when we will be on the hook for an amount of money. Pepin stated that he is concerned that if we do not go along with the recommendations of the study, how much are we talking for a charge? He asked does this go on the school district or the JBC? Ingoldsby stated that if EEI cannot find \$500,000 in savings at Maple Wood it would not be worth doing. Pepin asked who would make that decision? Pepin stated it would have to come out of the school district's budget. McNelly stated that we need to

decide if we want to pay for the study and if it is feasible, the JBC would have to go and ask for the bond piece. Lane stated that we will need to figure out how that all flows. Pepin stated that this study really has nothing to do with the JBC. Gehris stated the next thing they need to know about is the Performance Contracting. He stated that once the JBC has the information, you can send out an email with the next meeting. Lane stated that we need to discuss the contract that needs to be drawn up with Milestone. Lemay stated that they can draft it and bring to the next meeting. He stated there will be 2 parts, the initial part and an Exhibit A. Dumont made a motion, seconded by McCallion to adjourn.

Melinda Sullivan
JBC Recording Secretary