

Monday, February 8, 2010

Town Office Annex

Adopted February 22, 2010

Present: Mary Jane Malavasi, Jim Ventres, Chuck Smith, Sharon Wheeler, Elizabeth Dillon, Ed Blaschik, Craig Mansfield, David Nelson (seated for Patricia Stricker), Melissa Ziobron (arrived 7:16 p.m.).

Others Present: Brian Perry – BOE Liaison, Kurt Prochorena-BSC Group, David Stein-Silver/Petrucci and Associates, Tyler Long-Silver/Petrucci and Associates and Ruth Ziobron.

Absent: Alan Hanks, Patricia Stricker, Paul Maxwell-BOF Liaison and First Selectman Mark Walter.

1. **Meeting called to order** at 7:06 p.m.

2. **Minutes-Approval of minutes from January 25, 2010 meeting.**

Motion by Mr. Blaschik to approve the January 25, 2010 meeting minutes. Second by Mr. Mansfield.

Favor: Malavasi, Ventres, Smith, Wheeler, Dillon, Blaschik

Oppose: None

Abstain: Ziobron, Nelson, Mansfield

Motion passed

3. **Correspondence**

- Letter from Cindy Varricchio-Finance Director regarding projected operating costs such as Youth and Family Services, River House, Town Office Building, Chatham Health District, Visiting Nurse etc. Outside agencies' operating costs will need to be obtained. Mr. Ventres offered to collate the information for the project and provide at the next meeting. Operating Costs will be added onto the next meeting's agenda (existing facilities/ new facilities).

4. **Invoice Approval**

- Mrs. Ziobron agreed to review of payments to Silver/Petrucci Associates and update the committee at the next scheduled meeting.

5. **Public Comment**

There was none.

6. **Chairman's Report**

There was none.

7. **Selectmen's Report**

Mrs. Malavasi distributed for First Selectman Walter documentation titled Municipal Construction Projects from the Connecticut Conference of Municipality Association.

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8. Engineers' Report

Mr. Prochorena reviewed Schematic Site Plans and Site Concepts including 3 alternates.

There will be a plaza area to compensate for elevation differences. This will not affect wheel chair access.

Energy Model with Facilities Subcommittee

The Facilities subcommittee had met prior to this meeting to review the analysis and will provide a detailed report at the next scheduled meeting.

Mr. Stein reviewed the Life Cycle Cost Analysis/Energy Modeling study comparing probable installed costs, annual utility cost and anticipated payback of the following:

- Baseline rooftop units with VAV control;
- Variable Refrigerant Volume;
- Ground Coupled Heat Pumps.

This document is filed at the Selectmen's Office.

Calculations were derived from the model, not the current operating costs of the existing facility. The model considers the current expenses for electricity, oil etc. with the proposed finished building. The models do not include incentive clauses and is based on raw construction values. Site improvement and test well costs for the Ground Coupled Heat Pump option are not included in the calculations. A test well would determine the thermal conductivity. Knowing the thermal conductivity will project the number of wells needed. Thermal conductivity varies based on geology. The models do not include additional design costs. Mr. Stein noted the Ground Coupled Heat Pump option required more design costs than the Baseline-Rooftop Units. Mr. Stein stated the overall payback was greatest with the Ground Coupled Heat Pumps option (12 year payback without incentives). The additional costs can not be determined until the committee decides on which energy system will be used.

Mr. Nelson requested previous operating costs. Mr. Stein noted it would be a misrepresentation for comparison purposes because the proposed building would have a different ventilation system, better insulation, different usage, etc.

Mrs. Ziobron questioned if the operating costs in the study could be considered probable operating costs to which Mr. Stein replied affirmatively; provided study criteria are also noted. Usage of the facility and unexpected temperature fluctuations could change the operating costs from the proposed study. Regardless, the analysis provides a valuable tool in comparing all three options's operating costs.

Project Timeline

Mr. Stein stated once a heating and cooling system was chosen, it would take 2-3 months for the final documents to go out to bid. Mrs. Ziobron requested that local businesses be given the opportunity to bid on the project.

Mrs. Malavasi questioned if there were any other major decisions that the committee needed to make prior to going out to bid with the project. Mr. Stein replied consideration should be made to whether the committee wanted to have a test well drilled. A test well will determine the thermal conductivity and how many wells would need to be drilled for the project. A test well will cost approximately \$20,000. It was noted the committee had no more funds for the project. It was decided to wait on the test well and include it in the contract bid documents through unit pricing. The only other decision which should be made is when to hire a construction manager. The Construction Manager documentation is being reviewed by the town attorney.

Responsive to a question by Mrs. Malavasi, Mr. Stein replied the greenhouse was no longer on the site plans.

Mrs. Ziobron noted if there was a vote on which system to implement, that she would abstain because she didn't have enough information to vote.

Mrs. Ziobron questioned if maintenance personnel were included in the operating costs to which Mr. Stein replied no, explaining it was out of the architect's scope of work to determine those fees. Mr. Ventres agreed to contact a management team for estimates.

9. New Business

There was none.

10. Subcommittee Reports

Facilities

**Motion by Mr. Blaschik to approve option #3 Ground Coupled Heat Pumps.
Second by Mr. Nelson.**

Favor: Malavasi, Ventres, Smith, Wheeler, Dillon, Blaschik, Nelson, Mansfield

Oppose: None

Abstain: Ziobron

Motion passed

Public Relations

Mrs. Ziobron noted updated schematic plans had been posted on the Hometown News and committee website.

Space Needs

Mr. Ventres reviewed and discussed the following:

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- Draft Surplus Bid Sale of Used School Equipment and Miscellaneous Office Furniture at the Former Nathan Hale-Ray Middle School located on Plains Road, Moodus, CT;
- Draft documentation reviewed by the town attorney regarding the removal of the portables.

Grants/Legal

Ms. Wheeler reported the subcommittee met January 26th. The Connecticut Libraries funds will not be available for the next 2 years. Geothermal grants can not be applied for until a contractor is hired. A \$720,000 grant was applied for through the Emergency Management System, \$370,000 of which may be applied towards construction. Mr. Nelson is reviewing Historic Preservation grants for geothermal systems.

11. Old Business

Mrs. Malavasi explained the allocations approved for next year's budget during the previous meeting didn't properly separate legal, recording secretary and future mailing expenses.

Motion by Mrs. Ziobron to reallocate the original total of the budget for \$2,500 for recording secretary, \$2,025 for future referendum publications and \$1,500 for future legal fees. Second by Mrs. Dillon hand unanimously passed.

12. General Discussion

There was none.

13. Public Comment

There was none.

14. Next Meeting Date – February 22, 2010 at 7 PM Annex

15. Adjournment

Motion by Mr. Mansfield to adjourn. Second by Ms. Wheeler and unanimously passed.

Respectfully Submitted;

E. Ruth Ziobron

Recording Secretary