

**Town of Coventry**  
**School Building Energy Efficiency Committee Regular Meeting**  
**January 7, 2021 6:30 PM**  
**Minutes**

1. **Call to Order:** The meeting was called to order at 6:31 pm by Tom Kolodziej. Present via Zoom were: Tom Kolodziej, Mary Kortmann, Josh Gemmell, Joe Malon, and Jenn Reilly. Others present via Zoom were: John Elsesser Town Manager, Amanda Backhaus Finance Director, Bill Trudelle BOE Director of Facilities and Bob Carroll BOE Business Manager.
2. **Approval of Minutes:** Motion made to approve the minutes from November 5, 2020 made by Mary and seconded by Joe. Motion to approve the minutes as presented passed unanimously.
3. **Project Financial Status:** Amanda noted the financial status has been updated through 12/31/20. The asbestos work has been completed and there is an open purchase order for the fire doors and Gym AHU.
4. **Fire Door Update:** Bill Trudelle noted that in speaking to Mattern the fire doors have been ordered and should arrive in February. The bulk of the work is planned to be completed over spring break in April. We can then close out the full project with the State - including oil tanks and asbestos.
5. **Unit Ventilator/HVAC Project Update:** Bill Trudelle began discussion on the replacement of the gym AHUs. He has confirmed that they still do not have an install date yet for this project. We may have to wait until the spring or summer. Bill confirmed there is only one unit currently working and kids are eating in that room. There are exhaust fans in that room for air circulation.

Amanda noted the second part of this item includes the Town's recent RFP for HVAC improvements at the High School and Hale Middle School. Bids were received by 5 firms: Innovative Construction & Design Solutions, Bemis Associates, Consulting Engineering Services, Silver Petruceli, and Salamone Associates. Amanda noted that both her and John reviewed the proposals and are familiar with all but one firm. Given that - they are recommending all 5 firms get interviews. They were hoping the same panel who interviewed roofs today would be available to sit on the review panel for HVAC in two weeks on 1/21/21. John noted we did not require pricing yet at this stage so they need time to price before the interviews. Josh inquired if this was similar to the roof bid or if we needed to choose low bidder. John answered this will be like the roofs.

Josh noted Silver submitted for both and inquired if there would be savings in choosing the same firm for both projects. John noted there might be but until the interviews for HVAC were complete we would not know. Josh asked which firm was not recognized by John and Amanda. Amanda noted it was Consulting Engineering. Josh confirmed they are a large ME firm who he recognizes. Josh supports interviewing all five firms.

John noted ICDS is the firm currently working on the micro grid which also might have some potential benefits.

6. **School Roof Update:** John noted that our roofs are not ripe. We will lose 5% a year if we start early: 10% if we start now, 5% if we wait a year, and will receive full reimbursement if we wait until December 2022. Josh noted it would be about 25k a year and asked it worth it for that in comparison to the damages. Amanda noted that multiple firms today mentioned the poor condition of the current roofs. Tom noted that GHR was in better shape than the High School. Bill noted the bad spot at GHR is over the gym not over the classrooms.

Joe asked about the cost of repairs vs the reduction in reimbursement. Amanda noted our timeline might be too aggressive so we might need to push construction out a year regardless based on the state turnaround time. John said we can see how it goes in terms of timing. Discussion was had regarding the State's timeline on grant requirements and roof close out timelines.

Amanda discussed the interviews for the 5 firms who submitted proposals for architect/engineering services that were interviewed today. The panel included Amanda, Bill Trudelle, Tom, Josh and Mary. She screen-shared a summary of the tally results and comments made regarding each of the firms. This document has been attached to the minutes. After outlining the interview process, Amanda noted that the interview panel has recommended the Committee approve Quisenberry, Arcaro & Malik ("QA&M") for roof architect/engineering services in connection with roof replacement at the High School and GHR.

It was noted that the second highest scorer, Silver Petruceli, had fees that were significantly lower. It was noted that QA&M had a flat fee while Silver Petruceli had several add-ons included in their proposal for items such as material testing etc. Joe asked if we wanted to take that risk after the experience we had with BL. The committee agreed this was a deterring factor.

Mary asked Bill and Bob if they had worked with QA&M on the last roof project. Bob noted he started around the times the roofs were wrapping up. He closed the project out with the State and had no issues. Bill noted there were no issues with the last roof and not many change orders throughout the project.

Joe made a motion to award the School roof engineering/design work to Quisenberry, Arcari and Malik. Josh seconded the motion. Tom notes we are talking almost \$16k more which is substantial but he was very impressed with QA&M's presentation and felt they were best prepared. He also feels the past experience is a big factor as well. John noted for the record QA&M was rated as the high scorer from the interview panel at 8.5. Motion passed unanimously.

7. **Other Matters:** John noted he spoke with Bill today regarding the LED lighting projects that are ongoing at the schools. We are substantially completed at the high school other

than close out which EverSource will not do based on COVID. They are wrapping up GHR and will then move on to the Grammar School. John noted they are also starting our WPCA lighting upgrades next week. Mary noted that we are currently experiencing savings but not yet paying the loan - so we are going to see a small dip in energy this year but it should flatten out once the loans are added on.

John noted we have made progress with the micro grid. We have received approval from PURA on our application. Internally, we need to figure out who will pay for what and how the bills get divided up still needs to be worked out. John noted the group will be presenting at the joint Council Finance Committee/BOE Fiscal Committee meeting this upcoming Monday. It is very complicated but we have moved over a few major hurdles.

John noted Bill is also working to get pricing on the fire control panel system. No other matters were noted/

8. **Adjournment:** Motion made to adjourn at 7:28 pm by Joe and seconded by Mary. Motion passed unanimously.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'A.L.B.', with a long horizontal flourish extending to the right.

Amanda L. Backhaus, CPA  
Finance Director

*Note: These minutes are draft/not official until approved by the Committee at the next Committee meeting. Please see subsequent meeting for approval or changes to these minutes.*

|   | Start    | End      | Firm                          | Contact                   | CHS       | GHR      | Total     | Score |      |      |        |         |
|---|----------|----------|-------------------------------|---------------------------|-----------|----------|-----------|-------|------|------|--------|---------|
|   |          |          |                               |                           |           |          |           | Tom   | Josh | Bill | Amanda | Average |
| 1 | 10:00 AM | 10:45 AM | Russell & Dawson              | Chirag Thaker, President  | \$ 42,000 | \$ 2,200 | \$ 44,200 | 0.5   | 3    | 1    | 1      | 1.375   |
| 2 | 10:45 AM | 11:30 AM | Quisenberry Arcari Malik      | Rusty Malik, Principal    |           |          | 52,250    | 8.5   | 8.5  | 9    | 8      | 8.5     |
| 3 | 11:30 AM | 12:15 PM | Jacunski Humes Arcitects      | W. Albert Jacunski, AIA   | 46,000    | 18,000   | 64,000    | 8     | 8    | 8    | 8      | 8       |
| 4 | 1:15 PM  | 2:00 PM  | Hibbard & Rosa                | Thomas Hibbard, President | 23,500    | 12,500   | 36,000    | 7     | 7    | 7    | 7      | 7       |
| 5 | 2:00 PM  | 2:45 PM  | Silver Petruceli & Associates | William R. Silver         | 19,450    | 16,750   | 36,200    | 8     | 8    | 8    | 8      | 8       |

Comments:

- 1 - No presentation and severely under-prepared
  - Noted they were surprised to have an interview
  - Lack of school roof grant experience
  - No real COVID plan (case by case review only)
  
- 2 - Former work done on other roofs in Coventry
  - Appears well organized and to be well planned for project administration
  - Extensive experience with school roof replacements and grant requirements
  - Noted tight timeline and is prepared to meet timeline as outlined
  - Adequate Staff for any COVID related issues
  - Second highest in cost but panel felt price will align with quality of work.
  
- 3 - Former work done on Coventry Police Facility
  - Experienced with many roofs throughout the State
  - Very well versed in grant process
  - Personally reviewed each roof prior and incorporated issues/pics into presentation
  - Noted timeline the biggest challenge which the panel felt was the best response heard thus far
  - Highest in cost but panel feels price will align with quality of work provided.
  
- 4 - Experienced with roofs and school construction
  - Low cost in comparison to QA&M and Jackunski
  - Concern over add ons for meetings and mileage and potential change orders
  - Concerns regarding his planned February timelines with State Grant
  - Did not have mechanical engineer as interviews 2 and 3
  
- 5 - Very qualified, good experience with state grants
  - Site visit with good review of current conditions
  - Quality between QA&M and Silver seem comparable. More comfortable with QA&M - would Silver be worth the risk in end results
  - Discussed low % change orders but did not discuss % reimburseable
  - Fee schedule on design was skeptical - several add ons included in cost estimate