

TOWN OF THOMPSON
BOARD OF SELECTMEN
SPECIAL MEETING
Tuesday, October 27, 2015 – 11:00 AM

MINUTES

PRESENT: P. Lenky, First Selectman
K. Forrester, Selectman
S. Smith, Selectman

ALSO PRESENT: A. Bortaugh, Thompson Library Director
R. LaChance (WHAT IS HIS STAKE??)
M.A. Chinatti, Director of Planning & Development
R. Sherman
S. Herbert

The Special Meeting was called to order by First Selectman Lenky at 11:00AM for the purpose of interviewing Engineering consultant firms for the Library/Community Center HVAC project.

It is noted for the record that, in addition to clarifications/questions by the Board of Selectmen, the Board also permitted M. A. Chinatti, A. Bortaugh and S. Herbert to ask questions of interviewees.

Loureiro Engineering Associates, Inc.

Robert Sherman, Loureiro Engineering, introduced his company and distributed a hand-out (attached to these minutes), and discussed that document.

- The firm has a lot of experience that is definitely applicable to the Library HVAC project.
- The company has six (6) New England offices, and is headquartered in Plainville, CT, and has staff (130) to support any size project.
- SMEP services have been offered for 11 years; the company has existed for approximately 25 years.
- Reviewed entities worked with previously, and some SMEP services the company provides.
- Working with the State of Connecticut on stormwater restoration on the shoreline.
- Reviewed the company's project experience, and noted they are experienced working on projects with tight spaces, as is the subject project.
- Assisted the City of Bristol, CT with utility incentives.

- Stressed the importance of a project team, which is very important, and that the company's intent isn't to "shove something down your throat" but to discuss/determine what is best for this situation.
- The first phase is the key phase for the whole project, to get full understanding of what the costs will be and have a good sense of the direction to take and what the expected outcome will be to make sure funds are appropriated as closely as possible to what will be needed.
- First phase will include:
 - Become familiar with facility and what's here, what constraints there are/how much physical space there is;
 - Meet with the interested parties to determine what the end goal will be; and
 - For a project of this scale, if the team can meet more than once a month, the first phase should take, at most, a couple of months to complete.
- Once the company is on board with the project, it will work to keep the project moving forward.
- Discussed ductless splits and the advantage of those as opposed to a conventional system, noting they are much more efficient and give increased flexibility for temperature control and installation.
- If the project lends itself to "what's the best answer" one option should be adequate.
- The final report will, more likely, have a couple of options unless one of the municipal team knows what is necessary and the available funding.
- Look at more than one option and will present costs, would present what Laureiro thinks is the best solution and include costs as well as one or two other options that would also work.
- The final report will also include ROI (return on investment) calculation.
- Anticipated that meetings will be held at the beginning (formal meeting), in the middle of the project and then before the end to make sure Laureiro is headed in the right direction before presenting the final report.
- Advocates taking what is not being used down, which will be included in the final report.

Tighe & Bond

Dana Huff, P.E., V.P., and Jason Curtis, P.E., Mechanical Project Engineer, gave a powerpoint presentation and distributed hard copies of that presentation (attached to these minutes).

- Messers Huff and Curtis will be working on the project; Mr. Curtis will be the main point of contact; backgrounds provided by both gentlemen.
- Multi-disciplined firm, 266 employees currently, employee-owned firm, client-center focused company; 85% - 90% of work is repeat business; seven (7) offices in New England.

- D. Huff in charge of all CT public sector work; currently working with Thompson's WPCA on its phosphorous removal project and the Route 12 trunk line.
- Provided overview of other projects the firm has worked on.
- A lot of in-house capabilities.
- Overview of services offered by Tighe & Bond was provided.
- Discussed options that will be looked at in the final report.
- Ensured all deliverables dates will be met; very responsive; will be visible a lot; will be in frequent contact/
- Presentation focused primarily on VRF-type (Variable Refrigerant Flow) systems.

Following completion of the presentation, and a brief question and answer period before presenters left the room, the Board, M.A. Chinatti, A. Boutaugh, R. LaChance and S. Herbert then discussed their thoughts re the presentation/qualifications/firm's understanding of the project work.

Frank Zaino & Associates, Inc.

Frank Zaino, Pres., and Mike Martin, V. P., distributed a hand-out of the firm's presentation (copy attached to these minutes), and reviewed the document.

- Provided background on the company, staff, partners on this project; have been doing engineering work in CT since 2001; primarily work with Foxwoods Casino which has a lot of community centers, retail, fire protection, daycare; Zaino is the Casino's HVAC consultant; also worked on the tribal government side; did evaluations re changes to its HVAC systems.
- Explained work performed for the CT Judicial Branch (replacement of boiler; retrofitted design), Foxwoods and the Town of Trumbull (HVAC; report was similar to what will be provided to Thompson).
- Final report will include options available.
- Presently doing a similar assessment at the old town hall in Killingly.
- Have experience in this type of work and equipment; electrical engineer on staff.
- Approach:
 - Meet with A. Boutaugh and staff;
 - Do full investigation of all equipment; look at all areas and make an assessment;
 - Do complete evaluation with engineering staff;
 - Looking to assess cooling tower v complete change;
 - Would also provide financials/costs;
 - Ductwork appears to be in pretty good shape;
 - Following assessment(s), would sit down with engineer to develop a report and provide numerous options;

- Anticipate a phased project, evaluating equipment repair v replacement.
- M. Martin and Zaino's in-house engineer would conduct the evaluation.
- Will consider if you want to change everything out, or possibly make repairs for much less money; will also provide length of life.
- Possible phased approach re bringing in new equipment – doing problem areas first and replace in subsequent phase.
- Company prides itself on giving customers a good project; quality-wise strive for the highest quality.
- HVAC evaluation would be “second-nature”.
- Would evaluate what is here and do a “bullet list” of what should be looked into.
- Will look at the whole system, estimating the life, what it will cost in the future, consider ROI, and what would make sense, based on the condition of the existing facility.
- Will make recommendations of what will be best way for the Town to go.
- Can start within 2 – 3 days of contract award; closed for Thanksgiving and the day after.

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Selectman Forrester recommended, and the rest of the Board agreed, that those present should compile lists of “pros/cons”, and forward those lists, with recommendations, to Dianna Rebello, to be included in Selectmen's packets for discussion at the Board's November 4 meeting.

Selectman Forrester left the meeting at 1:45PM.

Silver/Petrucelli

Robert Banning, P.E. representing the firm, gave a powerpoint presentation (no hard copy provided; hard copy subsequently emailed to M.A. Chinatti on 10/29/15 and is attached to these minutes) and reviewed the presentation with those present.

- Have done a lot of municipal work.
- One of the top 250 architectural firms in the country.
- Provided a partial list of library, and community/senior center, experience and reviewed those projects.
- Reviewed the company's approach to HVAC projects
- Extensive experience with chiller & cooling tower replacement.
- Reviewed emergency update considerations.
- Approach to this project:

- Develop 2 – 3 concepts;
- Do base site and floor plans for equipment layout;
- Equipment accessibility details;
- Outline specifications;
- Provide design narrative;
- Grant assistance opportunities;
- Estimates;
- Submission/approval schedule;
- Study approach:
 - Meet with appropriate person(s);
 - Review available documentation of existing system;
 - Site investigation of all systems;
 - Calculate building's A/C load, pumping requirements, etc.;
 - Consider system needs such as intake locations, conden. drain performance, ATC, etc.;
 - Evaluate code conformance based on current and previous code standards;
 - Consider possible system modifications v full replacement;
 - Communicate with utilities regarding incentives.
- Mr. Banning, or Ken Scorbotti, would be project manager/primary contact.
- If selected, the firm would start setting up initial meetings within a week.
- Within a week following those meetings, staff would be put on-site to evaluate the systems.
- May take a couple of weeks to get through the meeting/evaluation phase, then the report would be starting to come together within one (1) month or so and anticipate its completion within two (2) months.
- Evaluation of repair v replacement will be provided.
- Mr. Banning subsequently stated Mr. Scorbotti would be the point of contact for the project.

Following completion of the presentation, and a brief question and answer period before presenters left the room, the Board, M.A. Chinatti, A. Boutaugh, R. LaChance and S. Herbert then discussed their thoughts re the presentation/qualifications/firm's understanding of the project work.

M.A. Chinatti reviewed reference responses for each firm:

Loureiro: David Alt, Dept. of Labor, Job Corps, Arlington, VA - Responsive, made dates they promised, no problems, scope came in on-budget, called back w/in 24 hrs.

Tighe & Bond:

- ✓ Jennifer Dymek, Gardner, MA - Very satisfied with work, used firm +/- 20 years, quick voicemail response for pressing issues, come in on budget, no problems, would recommend.

- ✓ Tammy Tuft, Westfield, MA - Very satisfied w/performance, quite a bit of work w/the town, on PW "short-list", responded quickly, returned calls promptly, always more than one (1) contact person, they create a team atmosphere w/the town, great to work with, would recommend.
- ✓ Jim Templeton, Southbury, CT - Did library HVAC, company/primary contact worked really well, very satisfied, very prompt response time, no problems, experience and knowledge very helpful, very satisfied w/deliverable (assessment & development of request for proposal), currently working with them on a complete system review, highly recommend.

Frank Zaino & Associates: Bob DeLuca, CLA Engineers - Worked with them before, firm has been "doing this a long time", very experienced, prompt response time, would recommend.

Silver/Petrucci:

- ✓ Dave Kohler, Milford Public Schools - Use them quite a lot, on town's "on call" pre-qual list, stay at proposal price, very satisfied, no response issues, good team, would recommend.
- ✓ Deborah Levesque, CT Judicial Branch – Good to work with, on State's "on call team" list which is renewed every 5 years and wouldn't have renewed if the firm wasn't good, very responsive, assigned as well as back up contacts, very accurate budgets, engineers in-house, definitely recommend.

(M/S/C Lenky/Smith) to adjourn the meeting at 2:56PM. Carried unanimously.

Respectfully submitted,
M. A. Chinatti, Director of Planning & Development