

School Building HVAC Project Committee - Hand/Polson
Tuesday, November 14, 2023 at 8:00 AM
VIRTUAL MEETING - ZOOM

Public Participation Information
[Webinar Link](#)

Webinar ID: 812 8753 3863 / Passcode: 967064

Call-in: 1 646 558 8656

MINUTES

VIRTUAL MEETING INFORMATION

REGULAR MEETING

1. Call to Order / Attendance

The meeting was called to order at 8:10AM by the Director of Facilities.

MEMBERS PRESENT: Emily Rosenthal, and Jean Fitzgerald

MEMBERS ABSENT: Galen Cawley

OTHERS PRESENT: Blair Richardson, Project Manager (OPM) from Colliers Project Leader; William McMinn, Director of Facilities;

a. Vote for Chair and Vice Chair

The committee unanimously voted Jean Fitzgerald as the committee chair.

The meeting schedule was reviewed - Members agreed the first Tuesday of each month at 8am will be the set meeting date and time for the committee. After review, the meeting calendar for the upcoming year was unanimously approved. The approved schedule will be posted on the Town of Madison's website.

2. Public Comments

None

3. Review / Clarify role of School Building Committee Members and Charge

The charge was previously sent to each committee member – Mr. McMinn asked if anyone had any questions about the charge, committee members stated no.

4. Public comments

None.

5. Introductions

a. Committee Members

Emily Rosenthal, Jean Fitzgerald and Galen Cawley

b. Key Town Staff / Officials

Director of Facilities – Bill McMinn. The Board / Town recently hired a new director of Facilities, who will start at the beginning of the new year.
Felicia Smith – Interim Construction Manager

c. Colliers and Project Manager Role

Charles Warrington and Blair Richardson from Colliers (Chuck will be taking over Blair's role as the Polson / DHHS project manager)

6. Review Meeting Schedule

discussed in item 1.

7. General Overview of Project

Mr. McMinn reviewed the high school project, he states the rooftop units are original to the building (2002). They have looked at alternatives and decided that replacing the units in kind is the best option. The goal is to have the units replaced by the summer of 2025.

As for Polson HVAC Improvements, BL Companies was previously hired to complete a study and provided 3 recommendations. As a result, a previous committee reviewed the recommendations and made the selection to move forward with a traditional system and Blair Richardson was key in providing those recommendations and analyzing the scope.

8. Architect Selection Status and Process

a. Review RFP and Make Recommendation to BOS

The project bids were received on October 26th, a total of 8 bidders. For the replacement of the rooftop unit at Hand High School, Silver Petrucelli +Associates was the lowest bidder (\$45,800). Mr. McMinn states, Blair

Richardson, Charles Warrington and himself have had experience with working with this firm and believes that they can complete the work for the fee proposed. It's his recommendation to the committee to recommend to the Board of Selectmen to award Silver Petrucelli +Associates the total amount of \$45,800 for design services.

Chair Fitzgerald made the motion to recommend Silver Petrucelli +Associates for the design services for Daniel Hand High School rooftop replacement for \$45,800 to the BOS. Seconded by Committee member Emily Rosenthal and unanimously approved.

Mr. McMinn continues to say out of the 8 bidders, only 5 firms bid on all services for Polson. BL Companies was the lowest bidder and they were the company who did the original study. He further suggested that BL Company be recommended to the BOS for the following scope of services at Polson: Auditorium upgrades, \$170,000; Electrical Power and Distribution Upgrades, \$135,000 and the HVAC Modernization in the amount of \$630,000 for the design services.

Chair Fitzgerald made the motion to approve the recommendation of BL Companies for Polson Improvements as detailed by Mr. McMinn to the BOS. Seconded by Committee member Emily Rosenthal and unanimously approved.

REMARKS

Chair Fitzgerald asked what is the anticipated start date for design. It was noted that design will start as soon as the contracts are approved and construction for both projects begins in the summer of 2025 with minimal work in the summer of 2024. Mr. McMinn noted the generator and the electrical systems for the generator are not 100% funded – the design is funded but not the construction. The extra services will be an additional cost which will be later reviewed as the magnitude of the project has not been determined.

ADJOURNMENT

Chair Fitzgerald motioned to adjourn the meeting at 8:32am. Seconded by Committee member Emily Rosenthal and unanimously approved.