

SUBJECT TO APPROVAL

MINUTES AD HOC ACADEMY COMMUNITY CENTER BUILDING COMMITTEE

Meeting Date: Tuesday, November 28, 2023
5:30 p.m.

Meeting Place: Town Campus Room A and remote via Zoom

OPEN MEETING

1. Chairperson Joe Ballantine called the meeting of November 28, 2023 to order at 5:35 p.m.
Members present: Joe Ballantine, Joan Walker, Anne Kelley, John Lamirande, Joe Paradiso, David Speerli
Others present: Al Goldberg (BOS), Scott Cochran (MYFS), Tom Arcari (QA+M), John Koplas (Colliers), Bill Stableford (Academy Advisory)
2. Pledge of Allegiance was led by Joe Ballantine
3. Approval of minutes from November 13, 2023 – motion by Anne Kelley, seconded by Dave Speerli to approve the 11-13-23 minutes with the following changes:
 - a. In item #1 correct spelling of Ballantine and Lamirande
 - b. In item #3 note that Joe Ballantine met with John Lamirande, not John Koplas
 - c. In item #8 correct spelling of Colliers
 - d. In item #9 it is Brian Park, not John Park

The motion passed unanimously.

4. Chair's Comments – Joe Ballantine expressed his hope that everyone had a good Thanksgiving and reserved further comments till later in the meeting.
5. Liaison Reports – Selectman Al Goldberg reported the Town is still awaiting news on the outcome of the outstanding federal grant application.
6. Review and approve invoice packet, if applicable – none.
7. Review and approve budget line item transfers, if applicable – none.
8. Collier's update – John Koplas distributed copies of the cost estimate RFP that was vetted by the town attorney. A brief discussion of the cost estimation timeline and how it

would/would not impact subsequent milestone project dates was had. Colliers also finalized the commissioning agent RFP and will forward that document to the committee. A commissioning agent oversees the MEP components, conducts special inspections, and generally ensures that the installation is on schedule.

9. QA+M update – Tom Arcari is in process of producing the DD drawings with a 12-22-23 delivery date. QA+M has met with consultants. An appointment with Eversource regarding its incentive program will be scheduled.

Tom Arcari next addressed the cost analysis for the geothermal system. A report from Kohler Ronan analyzing the cost differences between a geothermal and a VRF system was summarized. The Kohler Ronan report concluded that for renovation projects like the Academy Community Center, it is difficult to make a case for a geothermal system given the installation costs being significantly higher and the insignificant energy savings when using a standard 20-year life cycle. If a longer life cycle is used – geothermal wells are viable past 50 years – the present worth costs come closer together. The replacement/maintenance costs of the indoor equipment (i.e., ductwork) is the same for both systems. It would take between 44-55 years for the town to receive simple payback should it elect to install a geothermal system.

The committee will revisit whether a geothermal system will be used when reviewing the construction document phase. A geothermal system is currently an add alternate item.

10. Public Comment – None.

OLD BUSINESS

11. Update on the operational cost analysis for a geothermal system

This was addressed in item 8 above.

12. Update on the Third-party Cost Estimator RFP – DD documents will be ready on 12-22-23 and sent to the estimator. Estimates are due on 1-16-24 with the intent that the committee can reconcile the estimates at its 2-12-24 meeting. The committee debates the value of hiring a third-party cost estimator given the budget challenges. Using a third-party cost estimator is an accepted best practice and Tom Arcari states the process will provide a confident number (historically within 4%).

Joe Ballantine makes a motion to open the agenda to add item 12a to approve sending out the third-party cost estimator RFP, seconded by Joan Walker; the motion passed unanimously.

Joe Ballantine makes a motion to approve sending out the third-party cost estimator RFP prepared by Colliers, seconded by Anne Kelley. Dave Speerli asks if the estimators will submit proposals with costs? Lump sum or hourly? Will there be a specified number of hours for estimator attending reconciliation? Copies of the RFP are distributed to committee members present. Estimators will provide costs, lump sum, and typically devote a day to reconciliation. The motion passed unanimously.

NEW BUSINESS

13. Update on meeting with Town Finance Department – This meeting has not yet taken place; the subcommittee is still looking to schedule a meeting.
14. Public Comment – Scott Cochran, Director of Madison Youth and Family Services, asks the committee to consider how all the on-going details of the project will be messaged to the public. Joe Ballantine states that there will be a public informational meeting after the DD phase is completed. Joan Walker continues to monitor the local Facebook pages and respond to comments when warranted.

CLOSE MEETING

15. Adjournment - Motion by Joe Ballantine and seconded by John Lamirande to adjourn the meeting at 7 p.m., motion passed unanimously.

Respectfully submitted,

Jeanne W. Stevens