

Town of Eastford
Building Committee Minutes
Monday, July 15, 2019 7:00PM

Present: Paul Torcellini (chair), Garry Carabeau, Tom DeJohn, Rob Torcellini, Mark Sheldon,
Donna Leake (Superintendent)

Absent: Rob Ellsworth (BOE)

1. Call to order: Chair Paul Torcellini called the meeting to order at 7:00 PM.
2. Review of repair project:
 - Paul updated the committee as to the status of the repair project that EMCOR is scheduled to begin on July 16.
 - Dan Cowan, EMCOR, is preparing an updated diagram of the proposed work which will be shared when received.
 - The committee discussed the use of new or replacement thermostats as well as the pros and cons of an energy management system. Decisions will be made once pricing is received.
3. Preparation for the steam to hot water capital project:
 - The committee discussed the pros and cons of a “design-build” approach as compared to a “design-bid-build” process. The committee opted for the “design-bid-build” approach.
 - The committee developed the following timeline:
 - i. By September 1, 2019: RFP for design engineer developed by committee.
 - ii. By October 1, 2019: RFP sent out for design engineer.
 - iii. By November 1, 2019: Design engineer selected.
 - iv. By February 1, 2020: RFP package for steam to hot water system ready for committee to review.
 - v. By February 1, 2020: Validation with town as to the estimated price comparing with funding available.
 - vi. By March 1, 2020: RFP for steam to hot water conversion project sent out.
 - vii. By April 1, 2020: Contract awarded.
 - Paul will locate and distribute sample RFP’s for design engineers.
 - Committee will develop the RFP for engineering services at its next meeting on August 12, 2019 at 7:00 PM.
4. The meeting was adjourned at 8:40 PM.