

**Joint Board of Selectmen and Board of Finance
Special Meeting
March 27, 2019 at 5:30 pm
Town Hall Main Meeting Room**

MINUTES

First Selectman Beth Heller called the meeting to order at 5:30 pm. Present for the Board of Selectmen: First Selectman Beth Heller; Deputy First Selectman, Mica Cardozo (arrived 5:33); Mr. Joseph Crisco; Mr. Joseph Dey; Dr. David Lober; Ms. Teri Schatz (arrived 5:31) Present for the Board of Finance: Chairman, Matthew Giglietti, Paul Kuriakose, Andrew Pels; Tom Handler (arrived 5:40), Tom Kenefick (arrived 5:48). Present for Staff: Anthony Genovese, Administrative Officer and Director of Finance; Sheila McCreven, Communication Director and Grant Writer (clerk pro-tem); Gerald Weiner, Town Counsel.

Ms. Heller introduced Andy Esposito, chair of the Town's Beecher Ad Hoc Renovation Review committee. She thanked Andy and committee members Jeff Atwood and Claire Coleman for their work on this committee. Copies of the committee's final report were previously distributed in the meeting packet.

Mr. Esposito described the work of the committee and answered questions regarding the committee's report. He introduced Jim Saisa in his role as facilities consultant to the Woodbridge School District. Mr. Saisa described how the HVAC equipment installed during the renovation controls temperature but does not appear to adequately control humidity as it is currently functioning.

Mr. Esposito stated that Van Zelm Engineering was brought in by the Town to give a report and make recommendations as to how the system could be enhanced to provide greater comfort control with regard to humidity. The committee recommends that these enhancements be made and that additional training and procedures be put in place (see report for details). Members of the Board of Selectmen and Board of Finance asked questions and received answers.

Mr. Weiner stated that he had contacted Energy Systems Group (ESG), the renovation contractor, to give them notice and had provided them with a copy of the Van Zelm report on which the committee's recommendations are based. He answered questions regarding the responsibility of contractors who worked on the renovation. He stated that a meeting with ESG is scheduled for March 28 to discuss the matter further.

Ms. Heller stated that in light of the recommendations in the committee's report she would like to highlight and add the following additional stipulations:

Regarding recommendation 1a: Procedures to be implemented, she noted that re-commissioning and training of key personnel must take place and will require that a copy of all training materials, including video tapes, be provided to the Board of Selectmen. Regarding recommendation 1b: A consultancy services agreement for facilities management is crucial for oversight and she will require a monthly update to the First Selectman and/or her designee. Regarding recommendation 1c: She noted that the recommendation for regular reporting to Woodbridge Board of Education Facilities Committee includes the continuation of the

Measurement and Verification Reporting. Regarding recommendation 2a and 2b: She stated that enhancements to HVAC mechanicals and Building Management Systems for both Phase 1 and Phase 2 will be the subject of the transfer request both Boards will entertain later in the Agenda. Finally, regarding recommendation 2c: She noted that the recommended review of security systems and procedures will be the responsibility of the Woodbridge Board of Education.

Ms. Heller made a motion for the BOS to accept the final report and in so doing dissolve the ad hoc committee. The motion was seconded by Mr. Crisco. Discussion of the motion took place and Mr. Esposito stated that he believes at least once or twice a year a facilities review of the building should be conducted by the Town's representatives. Ms. Heller made a friendly amendment to her motion, seconded by Mr. Crisco, that Mr. Esposito will continue his involvement in a role of project oversight on behalf of the Town going forward. Mr. Weiner stated that the Board of Selectmen remains the decision-making authority for work at the school going forward, as the Town owns the building. The members of the Board of Selectmen voted unanimously in favor of the motion.

On behalf of the Board of Selectmen, Ms. Heller made a motion to approve the funding request for transfer 1819-17 in the amount of \$84,570 from Amity Surplus Appropriation to Capital Non-Recurring WBOE HVAC Project. This represents Phase 1 of the work outlined in the committee report's recommendation 2a. The motion was seconded by Ms. Schatz.

On behalf of the Board of Finance, Mr. Giglietti made a motion to approve the funding request for transfer 1819-17 in the amount of \$84,570 from Amity Surplus Appropriation to Capital Non-Recurring WBOE HVAC Project. This represents Phase 1 of the work outlined in the committee report's recommendation 2a. The motion was seconded by Mr. Kuriakose. Mr. Giglietti called for a vote, but as the Board of Selectmen had not yet voted on its motion, action by the Board of Finance was out of order. Ms. Heller called for discussion of the motions on the table.

Mr. Giglietti stated that he was not in favor of spending additional money on the building over and above what had been allocated for the renovation. Mr. Dey asked whether approving the motion now would preclude continued negotiation with ESG. Mr. Weiner stated that negotiation would proceed and that any financial responsibility assumed by contractors would reduce any Town expenditure.

Ms. Heller stated that it appeared from the discussion that consensus had emerged, that the HVAC system must be enhanced to properly handle humidity before the cooling season begins while negotiation to determine financial responsibility should occur at the same time. She called for a vote on the Board of Selectmen's motion and the vote was unanimous to approve. Mr. Giglietti called for a vote on the Board of Finance's motion and the vote was unanimous to approve.

Mr. Weiner noted that the action by the Boards allocated funding but did not authorize hiring of contractors. Any next step will involve action by the Board of Selectmen.

At 6:24, on a motion by Ms. Heller, seconded by Mr. Dey, the Board of Selectmen voted unanimously to adjourn its meeting. On a motion by Mr. Gileitti, seconded by Mr. Kenefick, the Board of Finance voted unanimously to adjourn its meeting.



**Town of Woodbridge
Beecher Ad Hoc Renovation Review Committee**

Findings and Conclusions Report

Summary: The committee met a total of ten times between February 2018 and March 2019. Meeting minutes are available at the Town website: <http://www.woodbridgect.org/AgendaCenter> (attached PDF).

The committee examined circumstances surrounding the frozen pipe burst and flooding incident in December 2017, the high-humidity and mold conditions in August 2018, the pool area equipment failure and mold conditions from September through November 2018, and security system concerns. In the course of its work, the committee received updates from the Woodbridge School District Superintendent and Director of Business Services & Operations, and reviewed reports and memos from consultants, including:

1. Van Zelm Engineering – Final Report dated December 18, 2018 and proposal for Engineering and Commissioning Services dated January 11, 2019
2. United Control Solutions (UCS) – BMS Survey report dated August 14, 2018 and proposal for BMS Software Programming Services dated December 3, 2018
3. EMCOR Services – HVAC and Building Automation Inspection Report memo dated January 23, 2018
4. Energy Systems Group (ESG) – Energy Services Guarantee Construction and Year 1 Annual Report dated October 30, 2018 and updated January 16, 2019
5. AKF Engineering – memos dated February 5, 2018, September 5, 2018, and September 12, 2018
6. Jim Saisa – Comprehensive Facilities Assessment dated September 2018

Pursuant to its charge, upon conclusion of its review of mechanical systems, security systems, and other renovations to Beecher Road School, the committee recommends to the Board of Selectmen the following:

1) Procedures to be implemented

- a) Re-Commissioning and Training of Key Personnel
- b) Consultancy Services Agreement for Facilities Management
- c) Regular Reporting to Woodbridge Board of Education Facilities Committee

2) Additional steps to be implemented

- a) Enhancements to HVAC Mechanicals and Building Management Systems – Phase 1
- b) Enhancements to HVAC Mechanicals and Building Management Systems – Phase 2
- c) Review of Security Systems and Procedures by the Woodbridge Board of Education

-- approved by vote of the committee at its meeting held March 1, 2019



Recommendation 1-A: Re-Commissioning and Training of Key Personnel

The committee recommends that Van Zelm Engineering provide re-commissioning of modified HVAC Mechanical and Building Management Systems updates as described below in Rec. 2-A and 2-B. Full training of key personnel should be conducted, and documentation (written and/or video recorded) should be provided to the Board of Selectmen.

Cost - \$15, 255 (Van Zelm – Commissioning & Monitoring) Timeframe –July through November 2019

Total cost for Commissioning: \$15,255

Fiscal Year Budget 2019-20

Recommendation 1-B: Consultancy Services Agreement for Facilities Management

The committee recommends that the Woodbridge School District enter into a Consultancy Services Agreement to provide to it such facilities management services as deemed appropriate, including but not limited to oversight of the enhancement of HVAC mechanicals and BMS software update project described below in Rec. 2-A and 2-B, as well as ongoing monitoring of performance and reporting to the WBOE Facilities Committee as described below in Rec. 1-C, and any needs related to Rec. 2-C as necessary.

Cost to be included in Woodbridge School District Operating Budget Timeframe – to begin April 2019

Recommendation 1-C: Regular Reporting to Woodbridge Board of Education Facilities Committee

The committee recommends that the Woodbridge Board of Education’s Facilities Committee establish a procedure to receive a regular report regarding the performance of all building systems and energy conservation measurements at the school, including but not limited to the enhancement of HVAC mechanicals and BMS software update project described below in Rec. 2-A and 2-B. In addition, the committee recommends that the Woodbridge Board of Education continue to receive the contracted Energy Services Guarantee’s Annual Measurement and Verification Report, as described in the Construction Agreement dated May 21, 2014.

Cost - none over existing contractual obligations

Timeframe – to begin April 2019
