

**GRISWOLD SCHOOL BUILDING COMMITTEE  
TOWN OF GRISWOLD**

**DATE:** Wednesday, April 21, 2010

**I. CALL TO ORDER**

A regular meeting of the Griswold School Building Committee (GSBC) was held in the Griswold High School Board room. Frank Everett, Chairman, called the meeting to order at 5:32 pm.

**PRESENT:** Frank Everett, Chairman                      Erik Kudlis  
                  John Taylor, Vice Chairman                John Faulise  
                  Elizabeth Longacre, Secretary               Peter Dorff  
                  Heather Edge (5:35pm)

**ABSENT:** Philip Anthony                                 Lou Rubino  
                  Stuart Norman, 2nd Vice Chairman     Sharon Hvizdak

**ALSO PRESENT:** Paul Freeman, superintendent of Griswold Public Schools (GPS)  
                          Barbara Crouch, Griswold Director of Finance  
                          Dan Webster, Griswold Board of Finance

**II. APPROVAL OF 4-7-10 REGULAR MEETING MINUTES**

**Motion:** By Peter Dorff  
                  Seconded by John Taylor  
                  All in favor

To approve the April 7, 2010 GSBC regular meeting minutes as they were sent electronically.

**III. NEW BUSINESS**

**A. Commissioning Service Interviews**

- Lindsay Huff of BVH Integrated Services (BVH) gave a presentation on commissioning services for Griswold Elementary School (GES).
- Doug Lajoie, Hassan Emanian, and George McFee of Consulting Engineering Services, Inc. (CES) gave a presentation on commissioning services for GES.
- William Donald and Joe McCarthy of van Zelm, Heywood, and Shadford, Inc. (van Zelm) gave a presentation on commissioning services for GES.
- Mr. Webster noted the importance of making the operation and maintenance manuals available to the Griswold facilities staff in a timely manner. If the proper maintenance procedures are not followed, warranties can be voided.

**B. Opening of sealed bids**

- The bid from BVH for commissioning services was \$60,100 plus an hourly rate for extra services.
- The bid from CES for commissioning services was \$77,000 plus \$8200 if Griswold were to choose to have additional services at the end of the warranty period.
- The bid from van Zelm for commissioning services was \$92,357.

### **C. Discussion on selection of commissioning agent for GES**

- The committee discussed the presentations and qualifications of the contractors that are being considered for commissioning services. There were some questions about the number of heat pumps that are being commissioned and the level of services offered by the different contractors. Mr. Everett offered to contact the contractors to resolve the discrepancies.
- Mr. Kudlis and Mr. Freeman will make calls to check on references.
- Mr. Dorff will scan the bid documents and make the documents available electronically to all members of the committee.
- The committee will gather for a special meeting on April 28, 2010 at 5:30pm in order to make a decision on a commissioning agent for GES.

### **IV. OTHER BUSINESS**

Erik Kudlis agreed to take notes for the GSBC meeting on May 5, 2010.

### **V. PUBLIC FORUM**

There was no discussion during public forum.

### **VI. ADJOURNMENT**

**Motion:** By Peter Dorff  
Seconded by Heather Edge  
All in favor

To adjourn the meeting at 9:18 pm.

Minutes recorded by Elizabeth Longacre