

Pelham Committee Meeting Minutes

Tuesday, August 25, 2020

Virtual meeting (recording is available)

Meeting called to order: 7:35 PM

Present: John Larsen (JL) (co-chair), Tony Rogers (TR), Randall Spalding-Fecher (RSF)

Note-taker: Randall Spalding-Fecher

Minutes

- No previous minutes reviewed

New Business

- No new business

Member search

- JL approached Karen Ribiero, and will follow up
- TR & RSF will continue to think about new members

Community Center VRF project

- Bids, evaluation of bids, bidders: TR has communicated bids received and the results of the evaluation by Select Board (SB); lowest bids come in slightly below estimate from R.W. Hall;
- Window for response to bidders: final bid documents said 30 day validity not 90 days; state requirement is 30 days, which is the reason why this changed; will ask bidders whether they will honor them even though Town Meeting decision will be more than 30 days after the bid process.
- SB acceptance of lowest bids: accepted at meeting Aug 19.
- Discussions with chosen bidders – what if unwilling to honor bids after TM?, negotiation – flexible schedule: town could offer flexibility in schedule in return for honoring bids for 90 days; as long as contracts will honor bids, then can start right after town meeting. Otherwise, we would have to start over with bidding.
- Discussions with Rick, John Rickey re budget and costs: discussion went well, and John is supportive.
- Discussion with state (Andrew Smith) re matching funds, invoicing requirements, extension of grant documents: matching funds requirement taken into consideration in calculating the amount of additional money needed from town. This is 25% of the net costs of the project after the Green Communities grant.
- Discussion with Bob Agoglia re budget, ask of TM: need to understand from Town Counsel whether contracts could be signed before all money has been allocated in TM – most likely not, but we will check in any case.
- Energy Committee reviewed the full project costs in “Community Center Costs 8-24-2020 wcontingency final” (see table below copied from Excel spreadsheet). This shows that, with 10% contingency, town still needs to authorize an additional \$41,000 during Town Meeting.

Pelham Community Center VRF Costs - Existing boiler for backup		
8/24/2019		
Capital Costs		
General Contractor - Low Bid	\$ 438,500	
Subcontractor - Low Bid	\$ 30,900	
Clerk of the Works - estimate	\$ 11,005	
Engineering		
Final design, bidding and construction oversight	\$ 22,350	
Overall Engineering and Capital Cost	\$ 502,755	
10% Contingency	\$ 50,276	10%
Overall Engineering and Capital Cost with 10% Contingency	\$ 553,031	
Available Funds		
Green Communities Grant (GC)	\$ 170,000	
Remaining Costs Funded by Town and MVP	\$ 383,031	
MVP Grant	\$ 273,568	
Town Contribution (Required Match + Balance)	\$ 109,463	
Total Town and Grant Expenditures	\$ 553,031	
Allocated by TM	\$ 68,025	
Extra Required Town Match	\$ 41,438	

- The MVP grant requires 25% match by town. The Green Communities grant does not require any matching, so the town should fully use this first. If the contingency was 0%, town would still need to provide \$15,000, since must still pay for 25% of the amount after GC grant.

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8/24/2019		
Capital Costs		
General Contractor - Low Bid	\$ 438,500	
Subcontractor - Low Bid	\$ 30,900	
Clerk of the Works - estimate	\$ 11,005	
Engineering		
Final design, bidding and construction oversight	\$ 22,350	
Overall Engineering and Capital Cost	\$ 502,755	
0% Contingency	\$ -	0%
Overall Engineering and Capital Cost with 10% Contingency	\$ 502,755	
Available Funds		
Green Communities Grant (GC)	\$ 170,000	
Remaining Costs Funded by Town and MVP	\$ 332,755	
MVP Grant	\$ 249,566	
Town Contribution (Required Match + Balance)	\$ 83,189	
Total Town and Grant Expenditures	\$ 502,755	
Allocated by TM	\$ 68,025	
Extra Required Town Match	\$ 15,164	

- Note that the MVP grant expires sooner than GC grant, so need to be mindful of charging project costs to MVP grant first where possible, to minimize cost to the town.
- Committee reviewed "Attachment B" for MVP Grant – note that Town only gets reimbursed once full deliverables are complete. Where amounts are different than originally planned, Town can ask for revisions of allocation of funds. Town must demonstrate full cost of subtask, and then MVP will pay the 75%.

Pelham FY20 MVP Action Grant Scope Template- Amendment May 2020					
Project Task Description	Deliverables	Due Date	Grant	Match	Total
Tasks to be Completed by June 30, 2021					
Task 0: Kick-off meeting with Town, EEA, and Consultant	Meeting notes, sign-in sheet	7/1/2020	N/A	N/A	N/A
Task 1: Retain "Clerk of the works" Contractor to oversee VRF project	Selection announcement and contract	7/30/2020			
Sub-task 1.1 Initiate search process	RFP if required or other outreach				
Sub-task 1.2 Select vendor and execute contract	Executed contract				
Sub-task 1.3					
Total Task 1 Cost	initial payment		\$ 11,005.00	\$ 3,666.00	\$ 14,671.00
Task 2: Select Vendor to install and commission VRF project	Selection announcement and contract	9/10/2020			
Sub-task 2.1 Issue RFP	RFP				
Sub-task 2.2 Select vendor and execute contract	Announcement and contract				
Sub-task 2.3					
Total Task 2 Cost	Initial payment		\$30,000.00	\$10,000.00	\$40,000.00
Task 3: Project installation	installation	12/31/2020			
Sub-task 3.1 Procure equipment	Equipment order		\$ 108,110.00	\$ 36,037.00	\$ 144,147.00
Sub-task 3.2 Decommission existing system	Demolition and removal of existing equipment		\$ 4,923.00	\$ 1,641.00	\$ 6,564.00
Sub-task 3.3 Installation	Installation complete		\$ 119,530.00	\$ 39,844.00	\$ 159,374.00
Total Task 3 Cost			\$ 232,563.00	\$ 77,522.00	\$ 310,085.00
Task 4:					
Sub-task 4.1					
Sub-task 4.2					
Sub-task 4.3					
Total Task 4 Cost					
Task 5:					
Sub-task 5.1					
Sub-task 5.2					
Sub-task 5.3					
Total Task 5 Cost					
Required Task X:					
Sub-task X.1 Prepare Case Study Draft (template provided)	Draft case study report, 1-2 powerpoint slides with project p	1/15/2021	N/A	N/A	N/A
Sub-task X.2 Prepare Final Case Study (template provided)	Final case study report, 1-2 powerpoint slides with project p	1/30/2021	\$ -	N/A	N/A
TOTAL PROJECT COST DURING FY21			\$ 273,568	\$ 91,188	\$ 364,756

- Need to have the "clerk of the works" also involved in ensuring the invoices from contractors will match the funding requirements from grants – include this in their TOR.
- As follow up to all this, TL will email yet immediate stakeholders (Rick, Fire, Police, Library, FinCom, SB) to update them on progress

Community Choice Aggregation

- No task force member identified yet

Town meeting items

- Article for Slate on VRF project to let town know what is happening, request of town meeting –
 - Slate Articles are due 8/31/2020 to Susannah
 - RSF will draft Article, for TL and JL to review
- Warrant Article for Fall TM (Oct 24, 2020)
 - Final Submission Deadline: **September 14, 2020 at 5pm**
 - Draft: *"To authorize the town to spend the sum of \$45,000 from the capital stabilization fund for repair or replacement of the Community Center HVAC system. The town shall prioritize the use of state grant funds when repairing or replacing the HVAC system."*

- RSF moved; TL seconded; **unanimous vote to recommend this draft warrant article**
 - JL will send draft warrant article to SB and follow up
- Planning for Town Meeting: Energy Committee will present the VRF project in a public meeting (virtual) on Tuesday, October 20 at 7:30pm. JL will take the lead on preparing slides for the presentation.

Old Business

- No old business

Next Meeting

- Tuesday, September 15 at 7:30pm

Meeting adjourned at 9:26pm