

# Educational Facilities Planning and Building Committee

## Minutes of the Meeting May 17, 2017

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Members Present: Bob Deering, Brendan Driscoll, Charles Tseckares, Judy Evans, Roger Hain (remote), Susan Verdicchio and Gerald Nardone.

Members Absent: Don Cecich, Geethanjali Mathiyalaka, Shelly Walsh, Jessica Lohnes and Todd Kosterman.

Others Present: Jim Dowd, Skanska USA Building; Jim Burrows, Skanska USA Building, Dave Fanuele, SMMA (remote); and Meg White, Project Manager

The meeting was called to order at 8:06 A.M. in the School Committee Meeting Room at Parkhurst School, 40 Samoset Road.

Mr. Deering announced that a quorum of the EFPBC was physically present at the meeting. Roger Hain participated the meeting remotely due to geographic distance.

**1. Public Comment:** None

**2. Update on Project:** Jim Burrows distributed copies of Skanska's meeting agenda date May 17, 2017 (Attachment #1). Jim reported that the project is on schedule. In Building A the floors are being waxed, fixing the roof leak staining the ceiling tiles and installation of the ceiling tiles is ongoing, electrical and audio-visual systems are being installed. In June FF&E installations will begin. One concern with scheduling is the installation of flooring by West Flooring. If the floors are not completed prior to FF&E delivery, West Flooring will be responsible for the FF&E installations. Trees are being planted and SMMA is looking into extended maintenance for trees that are planted outside the planting season. Some trees will be planted in the fall.

A concern was discussed regarding stairway handrail finishes. Jim Burrows will address the Committee's concerns.

The Committee discussed the status of the roof leak and how it is being handled. It was noted that if the cost and the party responsible for the repairs is not determined before September, the repairs will be completed and paid for by the Town. The Town will then proceed to pursue reimbursement for the repairs from the responsible parties.

The Committee discussed the stairwell leaks in the E Building which is believed to be coming in from roof top venting systems. Consigli has contracted a company to use infrared scanning to locate the area of the leak.

The eye washing stations have been approved and will be installed over the summer.

The Committee discussed the installation of two smoke detectors in the serving kitchen area that will need to be changed to heat detectors.

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The Committee discussed corridor E near the dining commons where the area has exposed window braces. The students are using as a seating area. The Committee discussed what might be done to cover the beams to discourage students from sitting on them. Before any changes are made in the area, Jim Burrows cautioned the Committee to defer any changes at this time until after construction is completed. The contingency will be reassessed and the Committee can then prioritize requests.

**3. Deliverables:** None

**4. Budget and Change Orders:** Copies of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated May 17, 2017 regarding invoices and spending authorizations were distributed and reviewed (Attachment #2). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations. Jim Burrows reviewed the Payment Authorizations and Spending Authorizations for the Winchester High School Project.

### ***Payment Authorizations:***

#### **Winchester High School Project**

Skanska USA	Invoice 1312805-PDS-13107-57	\$51,240.00
SMMA	Invoice 0046917	\$124,356.19
Consigli Construction, Inc.	Requisition #34	\$1,571,758.81
LGCI	Invoice 1212-23	\$492.50
TRC	Invoice 233591	\$2,091.00
MBTA	Invoice 035150	\$250.00
Briggs Engineering	Invoice 0204124	\$260.00
Briggs Engineering	Invoice 2024277	\$660.00
Briggs Engineering	Invoice 0204353	\$423.00
Triumph Modular Inc.	Invoice 50796	\$10,000.00
Triumph Modular Inc.	Invoice 50813	\$13,000.00
Triumph Modular Inc.	Invoice 49940	\$47,250.00
Wenger Corporation	Invoice 723907	\$7,865.00
M.D. Stetson Company, Inc.	Invoice 005704	\$45,960.52

### ***Spending Authorizations:***

#### **Winchester High School Project**

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LCN	OSD Contract ITT50	\$86,978.88
GovConnection, Inc.	Quote #24352080.01-W1	\$4,991.17
Valley Communications	OSD Contract ITT50	\$29,267.20

***On a motion by Judy Evans, seconded by Brendan Driscoll, it was moved and seconded to authorize the Town Manager to pay the Winchester High School invoices and approve the Winchester High School Spending Authorizations as described in the Memorandum from the Town Manager to the EFPBC dated May 17, 2017 (Attachment #2). The motion was unanimously approved.***

The committee discussed punch list items. Jim Burrows stated that Chris Conway, Facilities Manager, has been providing items and will continue to do so as the project moves closer to completion.

**8. Adjournment:** It was moved and seconded to adjourn the meeting at 8:37 A.M.

Respectfully submitted,



Donald E. Cecich  
EFPBC Secretary

**Attachments:**

1. Skanska Meeting Agenda dated May 17, 2017.
2. Memorandum from the Town Manager Dated May 17, 2017 regarding invoices for payment and spending authorizations.